

PURCHASING POLICY EXCEPTION FORM

FROM:

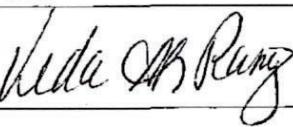
DATE: 10/1/2025

DEPARTMENT: Housing and Supportive Services

VENDOR: The Arc Nature Coast

RQ250952

No PO #

DEPT DIRECTOR/
MGR SIGNATURE: 

DATE: 10/1/2025

Amount of Invoice: Will be receiving request for payment Invoice Date: 9/16/2025

The attached request for disbursement does not appear to be in compliance with County Purchasing Policy, for the following reason:

The PO Req was submitted on 7/23/2025. The request was put on hold by OMB for a Budget Amendment Approval. I was informed on 9/24/25, the PO Req needed to be resubmitted. It was resubmitted on the 24th and a Form 31 was uploaded to OnBase on 9/30/25 and procurement was advised. At which point I was advised the RQ would have to be reentered on 10/31/25.

Please forward all documentation with this form attached, and letter of explanation, to the Chief Procurement Officer.

TO: CHIEF PROCUREMENT OFFICER

Please review, and upon approval, forward to County Administration.



Date: 10/16/25

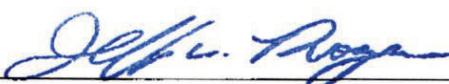
Resolution: Approved. \$16,815.00

To process this disbursement, the request must be approved by the County Administrator.

TO: COUNTY ADMINISTRATOR

Please review, and upon approval, forward to the Finance Department for processing.

APPROVED FOR PAYMENT:

COUNTY ADMINISTRATOR (or designee): 
DATE: 10/21/25APPROVED FOR PAYMENT:
FINANCE DIRECTOR/
ASST. FINANCE DIRECTOR**APPROVED**

By Joshua Stringfellow at 11:43 am, Oct 23, 2025

Date:



Nature Coast

*For people with intellectual
and developmental disabilities*

Hernando County Housing & Supportive Services (HSS)
Community Development Block Grant (CDBG) BOCC DOC# 15912
Program Year 2024-2025

Education Center Enrichment Café & Recreation Center

September 16, 2025

<u>Activity</u>	<u>Amount</u>
Offset Staff Salary for Operations:	\$5,665.00
Program Delivery:	\$11,150.00
Total Requested:	\$16,815.00



James E. McGrath, CFO
The Arc Nature Coast, Inc.

Achieve with us.



The Arc Nature Coast Service Support Center
15782 Little Ranch Road Spring Hill, FL 34610
(727) 619-0700 www.tancinc.org info@tancinc.org

EXHIBIT B
REQUEST FOR PAYMENT

AGENCY NAME: The Arc Nature Coast, Inc.

PROJECT NAME: Education Center Enrichment Café & Recreation Center

FY: 2024-2025

BOCC DOC# 15912

FOR THE REQUEST
MONTH OF: September **NO:** 1

FINANCIAL STATUS REPORT:

BUDGET CATEGORIES	TOTAL APPROVED BUDGET	EXPENDITURES			REMAINING BALANCE
		Previous Requests:	AMOUNT OF THIS REQUEST:	Payment Requests to Date:	
Personnel Expenses	\$15,000.00	\$0.00	\$3,665.00	09/16/2025	\$9,335.00
Program Delivery	\$28,000.00	\$0.00	\$14,150.00	09/16/2025	\$16,850.00
TOTAL	\$43,000.00	\$0.00	\$16,815.00		\$26,185.00

I certify that the goods and/or services covered by this request have been provided to Hernando County in accordance with the terms and conditions of the contracts and are documented by the attachment(s).

AUTHORIZED SIGNATURE

9-16-25
DATE

Please attach documentation substantiating expenditures.

FOR COUNTY USE ONLY

FISCAL

Authorized Signature

PROGRAMMATIC

Authorized Signature

End of Exhibit B