

PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: 12/11/2025

DEPARTMENT: Human Resources

VENDOR: 87979

DEPT DIRECTOR/
MGR SIGNATURE:



DATE: 12/11/25

Amount of Invoice: \$4166.46 **Invoice Date:** 02/03/2025

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

Invoice was originally entered as a PO, not a PO invoice so it never went through the workflow process. Per Finance, the PO had no input/direction from the department on what to do with the PO and it was administratively closed.

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: 12/15/25

Resolution: Approved.

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: 12/11/25



APPROVED FOR PAYMENT:

FINANCE DIRECTOR/

ASST. FINANCE DIRECTOR

APPROVED

By Joshua Stringfellow at 10:09 am, Dec 18, 2025

Date: _____

Vendor # 87979

FMLASource®
A ComPsych® Company

Hernando County
Mary Spencer
15470 Flight Path Drive
Brooksville FL 34604

Invoice 25030820
Date 2/3/2025
Purchase Order

# of Emp	Service Rendered	Price	Net Amount
879	FMLA PROGRAM	Service Period 3/1/2025 to 5/31/2025	\$4.74
			\$4,166.46
Hernando County		Total	\$4,166.46

Payment Due Upon Receipt

1 Prudential Plaza
130 E. Randolph Suite 700
Chicago, IL 60601
FEIN# 36-4422951

www.compsych.com

For ACH Payments:

Account Name: Compsych Corporation
Account Number: 18137881
Routing Number: 071000013

Please E-Mail Questions or Revision Requests to invoice@compsych.com



DEPARTMENT OF HUMAN RESOURCES

BENEFITS ◆ EMPLOYMENT ◆ WORKERS' COMPENSATION

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P 352.754.4013 • F 352.754.4025 • W www.HernandoCounty.us

December 11, 2025

RE: Purchasing Policy Exception Letter – FMLA Source Invoices

This letter serves to request a Purchasing Policy Exception for two invoices from the previous fiscal year that were not processed in accordance with standard procedures. Currently, there are no open Purchase Orders available to pay these invoices.

1. **Invoice 25030820** – This invoice was entered incorrectly, which caused it to be overlooked by Finance. The corresponding Purchase Order was closed before payment could be issued.
2. **Invoice 25090803** – This invoice was missed from FY25 and was never entered for payment and Purchase Order is now closed.

Because these invoices are from the last fiscal year and no active Purchase Orders remain open, approval through the Purchasing Policy Exception process is required to proceed with payment.