

RQ #'s:
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PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: 1/14/2026
DEPARTMENT: Court Administration
VENDOR: Redwood Toxicology Lab / Abbott

DEPT DIRECTOR/
MGR SIGNATURE: B. Twining DATE: 1/14/2026

Amount of Invoice: \$25,432.48 Invoice Date: See Attached

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

See Attached

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.
Cake Ross Det Date: 1/20/26

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): [Signature]
DATE: 01/22/2026

APPROVED FOR PAYMENT:
FINANCE DIRECTOR/
ASST. FINANCE DIRECTOR [Signature] Date: _____

APPROVED
By Joshua Stringfellow at 8:23 pm, Jan 29, 2026

PO26000414 was received on December 31, 2025, after the attached invoices had already been submitted.

On October 9, 2025, a requisition for Redwood Toxicology was processed in FinancePlus after the following steps were completed: the contract was received in September 2025, approved by the Board of County Commissioners on September 23, 2025, and the drug testing services account was established by Finance on October 9, 2025. This requisition represented the first allocation of Opioid Settlement funds in the amount of \$60,000 out of the total \$125,000 and was charged to account 02357-5303101.

Prior to the requisition being processed, Court Administration received a paper check that required voiding, and a journal entry was completed on October 3, 2025.

Between October and December 2025, Bryceann and Elizabeth followed up multiple times regarding the status of the PO. During this period, there were instances of miscommunication related to whether the requisition represented the first or second portion of the \$125,000 allocation and whether any portion of the \$60,000 had been expended. No funds had been spent, as a PO had not yet been issued.

On December 3, 2025, Budget OMB requested a correction to the requisition due to the journal entry and the reallocation of funds for employee salary and fringe costs. This adjustment reduced the requisition amount to \$42,444.27, and the requisition was resubmitted.

On December 31, 2025, Finance provided notice that account 02357-5303101 reflected a zero balance, with an over-encumbered amount appearing in a different account. After inquiry regarding the zero balance in account 02357-5303101, the PO was approved. Confirmation that the PO could be used was received by Bryceann and Elizabeth on January 5, 2026.

The FY25 Redwood Toxicology invoices submitted for payment accumulated beginning in September 2025 while the requisition and PO were in process, as the PO was not issued until December 31, 2025.

The attached invoices reflect services that were authorized and rendered beginning in September 2025 following approval to utilize Opioid Settlement funds for drug testing services. Invoices accumulated during this period due to the time required to complete contract approval, account setup, requisition revisions, and PO issuance.

Throughout this process, Court Administration acted timely and appropriately within its role. The duration of the process reflected standard administrative review workflows involving multiple departments, required revisions, and routine staff availability

considerations. At no time were services provided without authorization, nor were funds expended improperly.

Bene, Elizabeth

From: Amy Norris <anorris@hernandoclerk.org>
Sent: Tuesday, January 13, 2026 10:45 AM
To: Bene, Elizabeth; Twitty, Bryceann
Cc: Emily Childs
Subject: Redwood Toxicology invoices for PO 26000414

WARNING: This email originated from **outside of the 5th Judicial Circuit's Email System**. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Good morning.

Please enter the following invoices as non po's with a PPE form attached. The PO was not created until 12/31/25. All the invoices are dated before then and 4 of them should have been on a FY25 PO.

	21183	REDWOOD TOXICOLOGY LABORAT	26000414	30887820259
	21183	REDWOOD TOXICOLOGY LABORAT	26000414	30887520259
	21183	REDWOOD TOXICOLOGY LABORAT	26000414	30887720259
	21183	REDWOOD TOXICOLOGY LABORAT	26000414	30887620259
	21183	REDWOOD TOXICOLOGY LABORAT	26000414	861813
	21183	REDWOOD TOXICOLOGY LABORAT	26000414	308875202510
	21183	REDWOOD TOXICOLOGY LABORAT	26000414	308877202510
	21183	REDWOOD TOXICOLOGY LABORAT	26000414	308876202510
	21183	REDWOOD TOXICOLOGY LABORAT	26000414	308878202510
	21183	REDWOOD TOXICOLOGY LABORAT	26000414	864121
	21183	REDWOOD TOXICOLOGY LABORAT	26000414	864122
	21183	REDWOOD TOXICOLOGY LABORAT	26000414	308878202511
	21183	REDWOOD TOXICOLOGY LABORAT	26000414	308877202511
	21183	REDWOOD TOXICOLOGY LABORAT	26000414	308876202511
	21183	REDWOOD TOXICOLOGY LABORAT	26000414	308875202511

They will be declined out of the PO workflow in OnBase.

Thank you.

Amy Norris

Accounts Payable | Account Payable Auditor I

Office of Doug Chorvat Jr., Clerk of Circuit Court and Comptroller

Phone: 352-540-6754 | Email: anorris@hernandoclerk.org

20 N Main Street, Brooksville, FL 34601

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NOTICE:

Please note: Florida has a very broad Public Records Law. Most written communications to or from the Clerk's Office are public records available to anyone upon request. Your e-mail, including your e-mail address, may therefore, be subject to public disclosure.