



Alachua County Facilities Management

Travis Parker, Director
Carl Johns, Manager

August 6, 2024

MEMORANDUM

To: Alachua County Board of County Commissioners

From: Travis Parker, Director

Subject: Section 8.101 Special Pay Request

This special pay request is for Mannington Mills in the amount of \$10,840.00 to pay for work done at Fire Station 23 and is authorized by section 8.101 of the purchasing manual.

When work started on FS #23 it was being done by three departments. A Purchase Order was created to pay for the work being done but once work was complete an invoice was not received by the Facilities Department. Communications with the vendor confirmed that no work was uninvoiced and that Facilities had no unpaid invoices, so the Purchase Order was cancelled. It was later realized that the invoice for the work had been sent to the wrong account and was still owed.

This payment to Mannington Mills exceeds the purchase order exemption amount of \$3,500 by \$7340.00 which prevents this from being processed as a check request or P-card transaction.

In order to expedite the payment of this invoice, we are requesting your approval.