



Alachua County Budget & Fiscal Services Division of Risk Management

Amy Childs, Risk Manager

MEMORANDUM

Date: February 5, 2024

FROM: Amy Childs, Risk Manager

SUBJECT: Unauthorized Purchase over \$3500

This memorandum provides background on a purchase made on a purchasing card (p-card) in December 2024. The Occupational Health and Wellness Coordinator ordered wellness promotional items in preparation for the annual health and wellness fairs held each spring. The order was normal and customary in size and items. Due to costs being slightly higher this year the total was for \$3716.66. The order was originally placed using the p-card. The order was confirmed by the vendor. The vendor fulfilled the order and shipped the items within a few days. It wasn't until the p-card was run again for final processing that it was flagged for being over the transaction limits. The vendor called to notify us of the situation.

The wellness program and staff do not make this type of purchase on a regular basis. Staff did not remember the \$3500 limit and since the order was nearly the same size as last year did not make the connection. Due to the items already being in hand, a modification could not be made to the transaction size, so we are asking for Board approval on the purchase in excess of \$3500. The employee has been counseled and is now very aware of the p-card limit. They have no other corrective action or policy violations in their time with the County.

A handwritten signature in black ink, appearing to read "Amy Childs", is located at the bottom left of the page. The signature is fluid and cursive, with a long horizontal flourish extending to the right.