



Alachua County Department of Court Services

Administration

Carl Smart, ACM, Acting Court Services Director
Joe K. Lipsey, Assistant Court Services Director
E. Lanard Perry, CAP, CPSP, Assistant Court Services Director
Ronald L. Akins, MHS, CPM, Administrative Support Manager

July 8th, 2019

MEMORANDUM

To: Todd Hutchison, Director of Finance and Accounting
Via Michele Lieberman, County Manager
Via Carl Smart, Interim Court Services Director
From: Ronald L. Akins, Administrative Support Manager 

Subject: Special Payment Request: Section 6.2 of the Alachua County Purchasing Manual

Attached is an invoice totaling \$3,017.35 from Bob Barker, a Detention Facility Supplier. There was a directive to purchase new linens for the housing complex of the Work Release Facility and additional supplies that was needed in preparation for new clients to be accepted into the facility after the current construction project on the housing complex was complete.

Historically, all purchases placed with Bob Barker have been over the phone and direct, so whatever was ordered would be placed with no quotes involved. Work Release staff ordered the items with what would be normal procedure, but in error the purchase was over the \$2,500.00 limit and placed without a PO and no Z-Exempt guideline that can be used currently.

We request your approval for payment of \$3,017.35 for the invoice.

Thank you for your consideration.

CS/AL/al

cc: BobBarker Invoice #NC1001487196

