

**RESOLUTION 2023-\_\_\_\_\_**

**A RESOLUTION UPDATING THE PURCHASING  
POLICY SIGNATURE AUTHORITIES FOR THE  
BOARD OF COUNTY COMMISSIONERS, PROVIDING  
AN EFFECTIVE DATE**

**WHEREAS**, on April 13, 2009, the Board of County Commissioners adopted a Purchasing Policy, as amended, which governs the County's purchases of goods and services in order to provide a systematic approach to the process of buying required goods and services in proper quantities and qualities, from the right sources at the right times, and at fair prices; and

**WHEREAS**, the Board of County Commissioners has previously authorized personnel to approve invoices, requisitions and budget transfers through separate actions of the Board as part of individual Finance Packages; and

**WHEREAS**, the Board of County Commissioners now finds that certain updates to the Purchasing Policy are required in order to prevent unnecessary delay in the procurement process and to further clarify ambiguous language in order to provide better guidance and direction to all County employees involved in the purchasing of goods and services for the County; and

**WHEREAS**, the County's Purchasing Policy currently requires signature authority for contracts, change orders, task orders, work authorizations, and amendments to be set by resolution; and

**WHEREAS**, the proposed signature authorities are provided as Exhibit "A" to this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners, Nassau County, Florida in regular session duly assembled on the \_\_\_\_ day of \_\_\_\_ 2023 that the signature authorities attached hereto as Exhibit A be effective upon adoption.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

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KLYNT FARMER  
Its: Chairman

ATTEST AS TO CHAIRMAN'S SIGNATURE

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JOHN A. CRAWFORD

Its: Ex-Officio Clerk

APPROVED AS TO FORM:

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DENISE C. MAY

Its: County Attorney

## EXHIBIT A – Signature Authority

Name	Department/Division	Signing Authority: Contracts	Signing Authority: Invoices, Requisitions, Budget Transfers	Account Code
Albury, Raymond	Capital Projects	\$ -	\$5,000.00	3420541
Backe, Elizabeth	PLanning	\$ -	\$5,000.00	042475
Cannavino, Julie	Library	\$ -	\$5,000.00	Libraries 711-716
Carter, Dawn	State Attorney's Office	\$ -	\$5,000.00	20164602, 49172713-SA164
Clem, Taylor	Extension	\$ -	\$5,000.00	01371537
Companion, Robert	County Manager	\$ -	Unlimited	All Orgs
Cornellier, Donna	State Attorney's Office	\$ -	\$5,000.00	20164602, 49172713-SA164
Crawford, John A.	County Clerk	\$ -	Unlimited	ALL ACCOUNTS
Daniels, Judge James	Court	\$ -	Unlimited	Fund 118 ***18160712 W/ OMB APPROVAL***, 119, 120 & 49172713
Diden, Becky	Public Works	\$ -	\$1,000.00	70344534, 70361534, 70362534, 70363534, 70364534, 70365534, 70369534, 70340534
Diden, Edward Lynn	Solid Waste	\$ -	\$4,999.00	Solid Waste - all accounts including grants
Drawdy, Margie	OMB	\$ -	\$1,500.00	01262526-549009/01262526-342600/71000000-115010/220500
Ellis, Keith	Building	\$ -	\$5,000.00	042435* all orgs under 145 fund
Eyerman, Marshall	County Manager	\$ -	Unlimited	All Orgs
Fort, Felicia	Code	\$ -	\$1,000.00	042435*
Givens, Tabitha	Capital Projects	\$ -	\$1,000.00	3420541
Goltry, Laurie	Planning	\$ -	\$2,500.00	042475*, 042435*
Hansen, Cameron L	Road	\$ -	\$5,000.00	034005*, 034045*, 034065*, 034915*, 034935*, 034025*
Hearn, David	Public Works	\$ -	\$5,000.00	034005*, 034045*, 034065*, 034915*, 034935*, 034025*
Hurst, Caleb	Development Services	\$ -	\$5,000.00	034205* 034025* 034055* 033355* 043355*
Keiter, Tina	Human Resources	\$ -	\$1,000.00	01122513, 01291519. Any Human Resources & Risk Mgmt related expenditures
Kelly, Ashley	Building	\$ -	\$1,000.00	Fund 145
Kennedy, Norman F.	Technology	\$ -	\$5,000.00	01252525, 01132516, 49255525
Kirkland, Jennifer	Road	\$ -	\$2,500.00	034005* 034045* 034065* 034915* 034935* 034025* 03000000-115493
Kittle, Marley	Building	\$ -	\$1,000.00	Fund 145
Lacambra, Christopher	OMB	\$ -	\$100,000.00	All Orgs
Langley, Charles	TDC	\$ -	1) \$50,000 2) \$5,000	1) Fund 137 - 523 Marketing (Excluding Account(s) 548350 Sponsorships) 2) 524 Trade Shows/Travel
Lettsome, Raymond	Code	\$ -	\$1,000.00	04243524
Liddell, Becky	Development Services	\$ -	\$1,000.00	034205*, 0433555*
Lindsay, Derrick	Technology	\$ -	\$5,000.00	01252525, 01132516, 49255525
Little, Jeffrey	Public Works	\$ -	\$5,000.00	017* Various Fac Maint, 013* Various Solid Waste, 034* Various R&B
Lunt, Heather	OMB	\$ -	\$15,000.00	01262526 01000000-115100
Maguire, Timothy	Animal Services	\$ -	\$5,000.00	046215*, 04005562
Marsh, Darren	Road	\$ -	\$2,500.00	034005*, 034045*, 034055*, 034065*, 034915*, 034935*
Mason, Brian	Fleet	\$ -	\$2,499.00	03491549, 03493549
May, Denise	County Attorney	\$ -	\$5000/unlim	01141514 unlimited 01250515 \$5000.00
Metz, Ashley	Human Resources	\$ -	\$5000/unlim	011225*, 012915*: All Funds Object 531031, 531035, 549081, 549002 (position advertising); Insurance premiums - unlimited\$
Peay, Katie	Stormwatre/Drainage	\$ -	\$5,000.00	043365*
Podiak, Douglas	Public Works	\$ -	\$5,000.00	017025, 010735, 010747, 010755, 010765, 010775, 013405, 013445, 013575, 013615, 013625, 013635, 013645, 013695, 034005, 034045, 034065, 034915, 034935, 034025, 03000000-115493 DOCUMENTS UP TO \$5000 FOR CIP OR PROJECTS FM OVERSEES
Poore, Corey	Technology	\$ -	\$5,000.00	01252525, 01132516, 49255525
Pope, Taco	County Manager	\$ 100,000.00	Unlimited	All Orgs
Raulerson, Casey	Development Services	\$ -	\$1,000.00	043355* 033355*
Reynolds, Allan H	Sheriff	\$ -	Unlimited	All Sheriff items
Rigdon, Brady	Fire	\$ -	\$10,000.00	01251529, 01261526, 04222522, 04223522
Robertson, Jay	Parks & Rec.	\$ -	\$5,000.00	010755*
Roland, Billy G.	Fire	\$ -	\$2,499.99	01251529, 01261526, 04222522, 04223522
Simpson, Elisa	Risk	\$ -	\$5,000.00	012915*, all items related to insurance
Townsend, Thomas E JR	Public Defender	\$ -	\$2,000.00	49172713-PD165, 20165603
Watson, Michelle	Court	\$ -	\$2,500.00	49172713, funds 118, 120, 119
Wilson, Mitch	Tax Collector	\$ -	\$5,000.00	01252525-5* *Technical Services/PS Communication System Invoices/Req's*
Wood, Tonya	Technology	\$ -	\$1,000.00	01252525 01132516 FS Special Rev 49255525