

**RESOLUTION 2024- 132**

**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 previously adopted Resolution 2024-018 updating the purchasing policy signature authorities; 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.

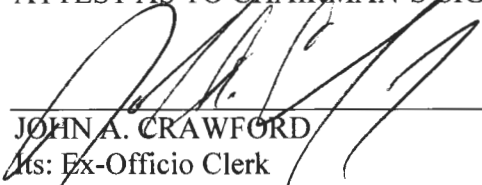
**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners, Nassau County, Florida in regular session duly assembled on the 21st day of August 2024, that Resolution 2024-018 shall be rescinded in its entirety and the signature authorities attached hereto as Exhibit "A" be effective upon adoption.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

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JOHN F. MARTIN  
Its: Chairman

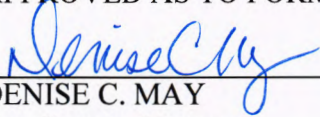
ATTEST AS TO CHAIRMAN'S SIGNATURE



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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:		Account Code
		Contracts	Invoices, Requisitions, Budget Transfers	
Albury, Raymond	Capital Projects	\$ -	\$5,000.00	3420541
Backe, Elizabeth	Planning	\$ -	\$5,000.00	042475
Batson, Kathryn	Building	\$ -	\$1,000.00	Fund 145
Cannavino, Julie	Library	\$ -	\$5,000.00	Libraries 711-716
Carter, Dawn	State Attorney's Office	\$ -	\$5,000.00	20164602, 49172713-SA164, 01164602
Carvalho, Brandy	Strategic Advancement & Economic Resources	\$ -	\$5,000.00	015515*, 011245*
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, 01164602
Crawford, John A.	County Clerk	\$ -	Unlimited	ALL ACCOUNTS
Diden, Becky	Public Works	\$ -	\$1,000.00	013405*, 013445*, 013575*, 013615*, 013625*, 013635*, 013645*, 013695*
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
Eyermer, Marshall	County Manager	\$ -	Unlimited	All Orgs
Fahlgren, Judge Steve	Court	\$ -	Unlimited	Fund 118 ***18160712 W/ OMB APPROVAL***, 119, 120 & 49172713
Fort, Felicia	Code	\$ -	\$1,000.00	042435*
Gilmore, Lanaee	Purchasing	\$ -	\$5,000.00	All Orgs
Givens, Tabitha	Capital Projects	\$ -	\$1,000.00	3420541
Goltry, Laurie	Planning	\$ -	\$2,500.00	042475*, 042435*
Hearn, David	Public Works	\$ -	\$5,000.00	034005*, 034045*, 034065*, 034915*, 034935*, 034025*, 010725*, 010735*, 010745*, 010755*, 010765*, 010775*
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	\$ -	\$2,500.00	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-Masley	Building	\$ -	\$1,000.00	Fund-145
Lacabra, Christopher	OMB	\$ -	\$100,000.00	All Orgs
Langley, Charles	TDC	\$ -	1) \$30,000 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	\$ -	\$1,500.00	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
Mitchell, Kelly	Development Services	\$ -	\$1,000.00	043355* 033355*
Metz, Ashley	Human Resources	\$ -	\$5000/unlim	011225*, 012915*: All Funds Object 531031, 531035, 549081, 549002 (position advertising); Insurance premiums - unlimited\$
Peay, Katie	Stormwater/Drainage	\$ -	\$5,000.00	043365*, 033365*
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	042255* 022255*
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, 01165603
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