

**BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA**

OFFICE OF PURCHASING

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JOSEPH F. PILLITARY, JR. CPPO, CPPB
Purchasing Manager

MEMORANDUM:

TO: Board of County Commissioners

FROM: (Name), Chair of the Board of County Commissioners

THRU: (Name), County Administrator

DATE: (Date)

SUBJ: **Emergency Purchases Information Report, Including Purchase Orders and Change Orders (Month/Year).**

In accordance with Escambia County Code of Ordinances; Section 46-93, **Emergency Purchases**, the following purchases were authorized by the Chairman of the Board of County Commissioners that exceeded fifty thousand dollars (\$50,000.00), which are required to be reported at the next regularly scheduled Board meeting as follows:

<u>Contractor</u>	<u>Contract #</u>	<u>Purchase Order #</u>	<u>Change Order #</u>	<u>Previous Total</u>	<u>Change Order Increase/Decrease</u>	<u>Total</u>
1.						
Description:						