

# Franklin County Finance Department

Andrea L. Smith, Director of Finance

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xxxxxx, 20\_\_\_\_

RE: Invoice #

Dear Department Head:

You are receiving this letter because there is no purchase order on file for the above mentioned invoice. **This invoice will be paid once the necessary approval is obtained;** less any finance or late charges. However, the purchasing policy of Franklin County Government states that a purchase order must be issued before goods or services are solicited. It represents approval to expend funds before the purchase is made. Please be aware that all employees of all departments in Franklin County Government are expected to follow this policy. The only exceptions are purchases under \$25.00 and purchases that fall within the narrow definition of an emergency.

**Please do not attempt to or make purchases on behalf of Franklin County without a purchase order** signed by myself or the Deputy Director of Finance, Cindy Latham or, at the very least, a purchase order number issued by this office when employees attempt to purchase items at your place of business or request your services.

**This is your third and final notice of purchasing goods or services on behalf of Franklin County without following the approved County Commission procedures for a purchase order or purchase order number. If there is a recurrence of this matter, I will be forced to place this issue on the next finance committee agenda.**

If you have any questions, or would like to see the purchasing policy in its entirety, please call me at extension 3102. Thank you for your cooperation.

Sincerely,

Andrea L. Smith  
Finance Director