

RESOLUTION NO. 2025-29

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY FLORIDA RELATING TO AN APPROVAL OF A PRE-APPROVED VENDOR LIST FOR PAYMENT PROCESSING; AUTHORIZING AND DIRECTING THE CLERK OF COURT OR DESIGNEE TO MAKE ALL NECESSARY PAYMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Board of County Commissioners of Jefferson County, Florida has the responsibility and authority for managing county expenditures and vendor payments; and

WHEREAS, the County currently waits until the Board of County Commissioners approves the vendor payments at the regular meeting before any payments can be made; and

WHEREAS, in order to streamline the payment process and ensure timely payments to vendors, the Clerk of Court and County want to establish a list of pre-approved vendors to which payments may be made before the meeting; and

WHEREAS, such pre-approved vendor payments will ensure continued operations without delay, while still maintaining oversight by the Board of County Commissioners; and

WHEREAS, the Clerk of Court or their designee is authorized to make payments to vendors on this pre-approved list under the guidelines and parameters set forth by the Board; and

WHEREAS, the Board of County Commissioners approved a previous version of this resolution on January 9, 2025, Resolution # 2025-01.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. RECITALS. The above recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. APPROVAL OF PRE-APPROVED VENDOR LIST.

(A) The "Pre-approved Vendor List" attached hereto as Exhibit "A" is hereby approved. Upon the County's receipt of an invoice from a vendor on the Pre-approved Vendor List, the invoice shall be reviewed for accuracy and sufficiency by the appropriate County staff person(s) and if determined to be suitable for payment, processed utilizing the County's adopted payment requisition policies and procedures. Once approved for payment, the invoice and

evidence of the requisite County staff person approvals shall be transmitted to the Clerk of Court, and the Clerk of Court or designee is hereby authorized and directed to process payment to the vendor.

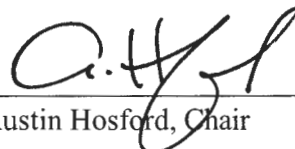
(B) Prior approval of the Board of County Commissioners is not required for the Clerk of Court to process payments to vendors on the Pre-Approved Vendor List that are approved in accordance with the process described in this Section 2. At each County Commission meeting, the Clerk of Court shall provide the Board of County Commissioners with a report detailing any payments made to vendors on the Pre-Approved Vendor List that were made in the time since the most recently submitted report was delivered to the Board. Such reports shall include the name of the vendor, amount of the invoice, and the date payment was processed.

(C) The Pre-Approved Vendor List shall be reviewed annually by the Board of County Commissioners, and any necessary adjustments or updates to the list shall be made.

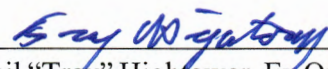
SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, on this the 7th day of August, 2025.

BOARD OF COUNTY
COMMISSIONERS OF JEFFERSON
COUNTY, FLORIDA


Austin Hosford, Chair

ATTEST:


Cecil "Trey" Hightower, Ex Officio
Clerk to the Board

Pre-Approved Vendors (PAV)

2k Webgroup	Preferred Government Insurance Trust
AccuFund	Pitney Bowes Global Financial Services
Advanced Business Systems	LLC Pitney Bowes Inc Purchase Power
Animal Medical Clinic	Quadient Leasing USA Inc
Apalachee Center	Quadient Finance USA Inc
Aucilla Area Solid Waste	Redwire
Avenu Insights & Analytics	REGIONS BANK CORPORATE TRUST
B&B Porta-Toilets	Register's Mini Storage
Black Creek Services	Ricardo Fadell Cleaning & Supply
C&F Services	Royal Mini Storage
CenturyLink	Santander Leasing Inc
Cintas	Secure Records Solutions
City of Monticello	Sonitrol of Tallahassee
Comast	Supervisor of Elections
DoorKing Inc	SGA Spay & Neuter Clinic
Duke	State Attorney's Office
Elevator Telephone Services	State of Florida - DMS
Eli Roberts & Sons	The Dollywood Foundation
EMS Management & Consultants Inc	The First/Renasant Bank
FACC Services Group dba Civitek	Thomas M Coyne MD PA Toshiba
Fotia Services	Financial Services
GreatAmerica Financial	Tower Compactor Rentals
Hancock Whitney Bank	Tri-County Electric Coop
Jefferson Clerk of Court	UniFirst
Jefferson Community Water	Vector Security
Jefferson Emergency Management	Verizon Wireless
Jefferson Property Appraiser	
Jefferson Road Dept	
Jefferson Sheriff's Office	
Keith Roddenberry	
Legal Services of North Florida	
Lumen	
Madison County BOCC	
Mowrey Elevator Co of Florida	
Mobile Communications	
Nabors, Giblin & Nickerson	