

RESOLUTION NO. 2026-05

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, 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 August 7, 2025, Resolution # 2025-29.

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.

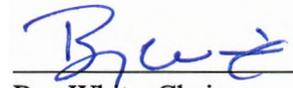
(B) Prior approval of the Board of County Commissioners is not required for the Clerk of Court to process payments to vendors on the Pre-Approved Vendor List that are approved in accordance with the process described in this Section 2. At each County Commission meeting, the Clerk of Court shall provide 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.

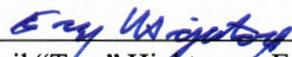
PASSED AND ADOPTED, on this the 19th day of February, 2026.

**BOARD OF COUNTY
COMMISSIONERS OF JEFFERSON
COUNTY, FLORIDA**



Ben White, Chair

ATTEST:



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

PRE-APPROVED VENDOR LIST

ABC Maintenance	Madison County BOCC
AccuFund	Mobile Communications
Advanced Business Systems	Monticello Carquest
Animal Medical Clinic	Moran & Smith
Apalachee Center	Mowrey Elevator Co of Florida
Aucilla Area Solid Waste	Moyle Law Firm
Avenu Insights & Analytics	Nabors, Giblin & Nickerson
B&B Porta-Toilets	Pitney Bowes Global Financial Services LLC
Beall Tire Company	Pitney Bowes Inc Purchase Power
Big Bend Eubanks Termite	Preferred Government Insurance Trust
Big Bend Tire	Pro Chem Inc
Black Creek Services	Quadiant Finance USA Inc
C&F Services	Quadiant Leasing USA Inc
CenturyLink	Redwire
Cintas	Regions Bank
City of Monticello	Register's Mini Storage
Comcast	Renasant Bank
Conrad Yelvington	Right Way Welding
Doodie Calls LLC	Risk Management Associates
DoorKing Inc	Royal Mini Storage
Duke	Santander Leasing Inc
Elevator Telephone Services	Secure Records Solutions
Eli Roberts & Sons	SGA Spay & Neuter Clinic
EMS Management & Consultants Inc	Site Truck Services LLC
FACC Services Group dba Civitek	Sonitrol of Tallahassee
Fotia Services	State Attorney's Office
Great America Financial	State of Florida - DMS
Gulf Coast Lumber	Supervisor of Elections
Hancock Whitney Bank	The Dollywood Foundation
Jefferson Clerk of Court	The Southern Group
Jefferson Community Water	Thomas M Coyne MD PA
Jefferson County Tax Collector	Tidemark Marketing (2K Webgroup)
Jefferson Emergency Management	Toshiba Financial Services
Jefferson Property Appraiser	Tower Compactor Rentals
Jefferson Road Dept	Tri-County Electric Coop
Jefferson Sheriff's Office (includes deputies CE per diems)	UniFirst
John Deere Credit	Vector Security
Keith Roddenberry	Verizon Wireless
Legal Services of North Florida	Waypoints LLC
Lumen	WSB