

Franklin County Finance Department

Becky Cowan, Purchasing Agent

PO Box 518 - 851 Dinah Shore Blvd

Winchester, TN 37398

931-967-1279 Fax: 931-962-1473

Email: beckycowan@franklincotn.gov

XXXXXX, 2024

RE: Invoice # 38315

Dear Vendor:

You are receiving this letter because there is no purchase order on file for the above mentioned invoice. **You 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 ask Franklin County employees for a purchase order signed by our Purchasing Agent, Becky Cowan, myself or the Deputy Director of Finance, Jenny Phillips 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 notice of selling goods or services to Franklin County employees without asking for a purchase order or purchase order number.

If you have any questions, or would like to see the purchasing policy in its entirety, please call Becky Cowan at the number above. Thank you for your cooperation.

Sincerely,

Andrea L. Smith
Finance Director