



April 1, 2020

**M E M O R A N D U M**

**TO:** Steven Darling, Central Services Director

**RE:** Item IV.1., Demand of Personal Protective Equipment (PPE)

The Board of County Commissioners, in special session on March 31, 2020, authorized up to 60 percent of the total amount of each order for PPE to be paid to the vendors at the time of order in advance of receiving the PPE order with the balance due either upon receipt of the products or notification confirmation of shipping the products.

Your continued cooperation is greatly appreciated.

Sincerely yours,

**BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK**

*Tammy Rowe*  
Tammy Rowe, Deputy Clerk

/ds

**cc:** Each Commissioner  
County Manager  
County Attorney  
Public Safety Director  
Finance  
Budget