

MEMORANDUM

To: Don Buffum

From: John O. Gilbert

RE: P1#2000-12 & P1#2000-13

Date: May 1, 2000

This letter will serve as justification for the above mentioned P1's Request for Authority to Purchase for Sysco Food Services of Jackson.

In the previous administration, the Governor's Mansion has made purchases for over the \$1500.00 purchase per day limit. The chef continued to make purchases over the \$1500.00 per day limit until his termination on April 10, 2000.

The Governor's Mansion now has a better understanding of the proper procedures, but is still faced with a problem. During special events and occasions, the Governor's Mansion will have to increase the amount of food purchased. Sysco Food Services of Jackson will only make deliveries one day per week, forcing the Governor's Mansion to order food for one week at a time, instead of on a daily basis. This results in the problem we are now facing of orders being more than \$1500.00 per day.

After much discussion with you, we are looking at possible solutions to prevent this problem from happening in the future. I feel that asking you to go before the Procurement Board and request exemption for the Governor's Mansion regarding perishable food items would be the most effective way to handle this matter. I will follow up with a letter to that effect.

We are requesting your approval to please pay these invoices.

Thank you.