



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Elizabeth Hundley, Livingston County Clerk**  
**Date: 12/27/2018**  
**Re: Resolution authorizing issuance of a blanket purchase order for  
2018 election supplies**

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The Livingston County Clerk's Office is mandated to conduct elections within Livingston County. The Clerk is responsible for purchasing election supplies which includes ballots, precinct supply kits, and other election related materials.

The County will be reimbursed for election costs by local units where applicable.

The funding for this expenditure is included within the approved 2018 budget.

I am requesting the attached resolution be approved which authorizes the issuance of blanket purchase orders for the 2018 election supplies not to exceed \$110,000.

If you have any additional questions or concerns, please do not hesitate to contact me.