

**From:** [Erica Smith](#)  
**To:** [Kerstin Hancock](#)  
**Subject:** FW: Antibody Tests  
**Date:** Wednesday, May 20, 2020 3:19:00 PM

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Backup

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**From:** Starla Hall <starlahall@wilco.org>  
**Sent:** Thursday, May 14, 2020 2:09 PM  
**To:** Erica Smith <erica.smith@wilco.org>  
**Subject:** FW: Antibody Tests

Hello Erica!! I will be submitting a purchase requisition for these antibody tests below. My question do I put these items as "Off Contract" or something else??? Can you please let me know, I really would appreciate it.

Thanks so much and hope you have a great afternoon!  
Starla

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**From:** Pam Navarrette <[pnavarrette@wilco.org](mailto:pnavarrette@wilco.org)>  
**Sent:** Tuesday, May 12, 2020 3:54 PM  
**To:** Nicholas Wright <[nicholas.wright@wilco.org](mailto:nicholas.wright@wilco.org)>  
**Cc:** Tim Ryle <[tim.ryle@wilco.org](mailto:tim.ryle@wilco.org)>; Brenda Staples <[brenda.staples@wilco.org](mailto:brenda.staples@wilco.org)>; Starla Hall <[starlahall@wilco.org](mailto:starlahall@wilco.org)>; Julie Kiley <[jkiley@wilco.org](mailto:jkiley@wilco.org)>; Mike Knipstein <[MKnipstein@wilco.org](mailto:MKnipstein@wilco.org)>  
**Subject:** Antibody Tests

Good Afternoon,

Below is the coding for the antibody test to order up to 300 for SO an Jail from Frontline Medical.

Each test is \$47.50. The total amount for 300 is \$14,250.00

Coding:

Project: 418P  
Award: 418A  
Task 1.3  
Description: Supplies

Mike Knipstein will provide next steps on the antibody tests.

If you have issues with the coding on the purchase order, get with your buyer in purchasing.

Have a nice day!

Thanks, Pam

*Pamela Navarrette*

Assistant Financial Director  
Williamson County Auditor  
(512) 943-1573