

ITEM #23-B

ADDITIONAL MATERIAL

PUBLIC HEARING

FEBRUARY 3, 2026

SUBMITTED AT THE REQUEST OF

COUNTY ATTORNEY'S OFFICE

21 BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF
22 BROWARD COUNTY, FLORIDA:

23 Section 1. Section 21.31 of the Broward County Administrative Code is hereby
24 amended to read as follows:

25 **21.31. Purchasing Card Program.**

26 The Director of Purchasing is authorized to establish and administer a County
27 Purchasing Card (P-Card) program for the efficient expenditures of funds within the
28 guidelines of this Code, subject to the following:

29 (a) County Commissioners, Commissioner aides, and Commissioner office
30 direct staff are ineligible to participate in the P-Card Program subject to the provisions of
31 the P-Card Program Policies & Procedures Manual and the limitations of this section.

32 Authorized County Commissioner's aides and direct staff may use P-Cards only to
33 purchase office supplies, airline tickets, pay registration fees, or confirm hotel
34 reservations (but not to pay hotel expenses) for approved travel for a County
35 Commissioner or ~~his or her~~ their staff. ~~Each~~ After any P-Card charge by a County
36 Commissioner, Commissioner aide, or Commissioner direct office staff, the County
37 Commissioner's office shall provide to the County Auditor a copy of all requests for
38 payment through a P-Card within one (1) business day after use of the card, along with
39 copies of all documentation relating to the purchase or reservation confirmation P-Card
40 charge within three (3) days after the close of the applicable monthly billing statement.

41 For purposes of this subsection, "office supplies" means consumables normally used in
42 a government office, and small office equipment with a unit cost of \$100 or less. Items of
43 a decorative, capital, or personal nature, including, but not limited to, furniture, appliances,