

**PROPOSED**

## RESOLUTION NO.

1 A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BROWARD  
2 COUNTY, FLORIDA, PERTAINING TO THE PURCHASING CARD PROGRAM;  
3 AMENDING SECTION 21.31 OF THE BROWARD COUNTY ADMINISTRATIVE CODE  
4 ("ADMINISTRATIVE CODE"); AND PROVIDING FOR SEVERABILITY, INCLUSION IN  
5 THE ADMINISTRATIVE CODE, AND AN EFFECTIVE DATE.

6 (Sponsored by Commissioner Alexandra P. Davis)  
7

8 WHEREAS, Broward County maintains a Purchasing Card ("P-Card") Program to  
9 facilitate efficient purchases of low-dollar, routine items needed for ongoing County  
10 operations;

11 WHEREAS, the P-Card Program includes numerous internal controls such as  
12 training and testing requirements, approval processes, per transaction and per day  
13 limitations, and inspection and review of transactions by the Purchasing Division and the  
14 Accounting Division;

15 WHEREAS, County Commissioners are currently prohibited from using P-Cards;  
16 and

17 WHEREAS, the Board of County Commissioners finds that the prohibition on  
18 P-Card use by County Commissioners no longer serves its intended purpose, and further  
19 finds that County Commissioners should be able to fully participate in the P-Card Program  
20 if they choose to do so, NOW, THEREFORE,

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 County Commissioner's office shall provide~~  
36 ~~to the County Auditor a copy of all requests for payment through a P-Card within one (1)~~  
37 ~~business day after use of the card, along with copies of all documentation relating to the~~  
38 ~~purchase or reservation confirmation.~~ For purposes of this subsection, "office supplies"  
39 means consumables normally used in a government office, and small office equipment  
40 with a unit cost of \$100 or less. Items of a decorative, capital, or personal nature,  
41 including, but not limited to, furniture, appliances, electronics that exceed \$100, break  
42 room supplies, any type of food or drink, and any item that is considered a luxury item not  
43 normally supplied by the County to all employees, are not considered office supplies.

44 (b) Each individual authorized to use a P-Card must sign an agreement that will  
45 be retained on file with the Purchasing Division. The agreement shall provide that the  
46 P-Card may be revoked upon any misuse of the P-Card; shall authorize payroll  
47 deductions for repayment of any unauthorized use of a P-Card; and may provide for any  
48 other conditions deemed necessary by the Director of Purchasing.

49 (c) The Director of Purchasing may revoke or reinstate the authority of any  
50 County Agency or ~~employee~~ individual to use a P-Card if the Director of Purchasing  
51 determines that such revocation or reinstatement is in the best interest of the County.

52 Section 2. Severability.

53 If any portion of this Administrative Code Resolution is determined by any court to  
54 be invalid, the invalid portion will be stricken, and such striking will not affect the validity  
55 of the remainder of this Administrative Code Resolution. If any court determines that this  
56 Administrative Code Resolution, in whole or in part, cannot be legally applied to any  
57 individual, group, entity, property, or circumstance, such determination will not affect the  
58 applicability of this Administrative Code Resolution to any other individual, group, entity,  
59 property, or circumstance.

60 Section 3. Inclusion in the Broward County Administrative Code.

61 It is the intention of the Board of County Commissioners that the provisions of this  
62 Administrative Code Resolution become part of the Broward County Administrative Code  
63 as of the effective date. The sections of this Administrative Code Resolution may be  
64 renumbered or relettered and the word "resolution" may be changed to "section," "article,"  
65 or such other appropriate word or phrase to the extent necessary to accomplish such  
66 intention.

67 Section 4. Effective Date.

68 This Administrative Code Resolution is effective upon adoption.

ADOPTED this       day of       , 2026.

**PROPOSED**

Approved as to form and legal sufficiency:  
Andrew J. Meyers, County Attorney

By: /s/ René D. Harrod                      12/17/2025  
René D. Harrod                                      (date)  
Chief Deputy County Attorney

RDH/cv  
Section 21.31 Reso  
12/17/2025  
#1177399.10

Coding: Words ~~stricken~~ are deletions from existing text. Words underlined are additions to existing text.