

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.

