

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,

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44 electronics that exceed \$100, break room supplies, any type of food or drink, and any
45 item that is considered a luxury item not normally supplied by the County to all employees,
46 are not considered office supplies.

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

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

55 Section 2. Severability.

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

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

64 It is the intention of the Board of County Commissioners that the provisions of this
65 Administrative Code Resolution become part of the Broward County Administrative Code
66 as of the effective date. The sections of this Administrative Code Resolution may be

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