



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-47
Cancels: 02/22/2022
Approved: 12/17/2024
Originator: Central Services
Review: 12/17/2027

TITLE: PURCHASING CARDS FOR COUNTY COMMISSION OFFICES

I. Objective

To provide requirements for the use of Purchasing Cards issued to Brevard County Commissioners and Commission Office staff.

II. Directives

- A. The provisions of Administrative Order AO-41, "Purchasing Cards," shall be adhered to for the use of Purchasing Cards by Brevard County Commissioners and Commission Office staff.
- B. In addition to the process set forth in AO-41, the following shall apply to Purchasing Cards issued to County Commissioners and Commission Office staff:
 1. Purchasing Cards shall be used primarily for day to day expenses for Commission Offices and for the purchase of items necessary to operate Commission Offices.
 2. Third party purchases or purchases whereby a third party is the recipient of the purchased item are prohibited.
 3. Purchasing Cards shall not be used for any expenses that provide a personal benefit to the Commissioner and/or Commission Office staff.
 4. Brevard County Purchasing Card Monthly Reconciliation Reports for Commission Offices shall be included on a Brevard County Board of County Commissioner's Agenda in the bill folder to allow the Board to address any questions or concerns.
 5. Purchasing Card Reconciliation Reports should include specific reasons an item was purchased, where the item will be located, and for which project it is assigned, if any.
 6. Purchasing Card limits for County Commissioners and Commission Office staff shall be set at no more than a \$2,000.00 monthly limit with a single transaction limit of \$750.00.
 7. Increases to the monthly limit or single transaction limit exceeding

the amount listed in Section II.B.6. above shall be approved by the Board of County Commissioners.

III. Reservation of Authority

The authority to issue and/or revise this policy is reserved to the Board of County Commissioners.

ATTEST:

Rachel M. Sadoff, Clerk

Rob Feltner, Chairman

Board of County Commissioners
As approved by the Board on 12/17/24