



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

New Business - Miscellaneous

J.5.

2/22/2022

Subject:

Consideration and Approval of Board Policy, BCC-47, Purchasing Cards for County Commissioners

Fiscal Impact:

Dept/Office:

District 1 Commission Office

Requested Action:

Board consideration and approval of the attached Board Policy, BCC-47, Purchasing Cards for County Commissioners.

Summary Explanation and Background:

Clerk to the Board Instructions:

A yellow rectangular sticky note with handwritten text in blue ink. The text reads 'J.5-' on the first line, 'has 2' on the second line, and 'Memos' on the third line.

J.5-
has 2
Memos

Verbatim of Item J.5.

February 22, 2022

Rita - I worked with the County Attorney. I realized from the communication problems we're having our P cards and understanding we had some things happen that we haven't typically had happened since the County Commission's been operating that we probably have to put some parameters on the Board, for a Board Policy. So you guys have all received the Policy, and what this Policy will do is that our Purchasing Cards will be used primarily for day-to-day expenses for Commission Office's to purchase necessary items to operate our offices. Third Party purchases whereby third party recipient of the purchases is prohibited. If we were doing these types of things, and it would be turned into the County, check cashed, I mean check written out, signed by the Chair of the County Commission, so that we have the appropriate paper trails going through. Purchasing Cards will not be used for any expenses that provide any personal benefit to a Commissioner, that if you are giving reimbursement from mileage, it needs to go through the Clerk's Office, we don't do that for ourselves on our own. And every purchase we do on our Purchasing Card, we are going to put it into the billfolder so that the Commissioners can see what types of purchases we are doing. Therefore we are helping to have good public trust and the spirit of transparency, cause right now, I never even thought to look at what we were doing here, and so I believe that these items that are in question right now are the things that we gave marching orders to be able to do. I just think the path that we've been using here is probably not the best path, and I'm uncomfortable with it as an accountant, so I would like to get these things in order as far as what makes more sense with, with some paper trails. I also want to throw out another idea. I don't think we should be buying computers and these types of things on our P Cards, they really need to run through the IT Department. So anything that we already have a County Department that's set up for, you know we have personnel items, it really needs to go through Payroll Department, as far as employee benefits. We don't even know what's taxable and what isn't, and it is really their job to do it. IT Department, they should be doing our computers, setting it up on the servers, making sure we're in compliance with Federal and State laws. If we are rearranging our facilities, it needs to go through the County's, as far as the Facilities Department, they know who to get the best cost. So I think we need to really start limiting these Cards. Although the items are more than likely appropriate of what we do and we can do, I just don't think it has been the best way of accomplishing the Items as far as what we been, persay, charging on them. And um, Commissioner Lober, I'm talking about all this mess that you have, you are having to deal with right now, so I think if we would have done this in the beginning, like even with what you just did on the last one, I think there wouldn't be a lot of this conversation going on. So my motion is going to be to approve this Board Order, and also to have in there that the computers, personnel reimbursements, and things that we do to our facilities, are run through the County, unless they are small purchase items for reasonable things. But we'll see them in billfolder. But I think computers and technology should go through the County's IT Department.

Zonka – Commissioner Lober.

Lober – A few things, first, before I get into the specifics there's a couple, there's one, I think fatal flaw with it, the draft that you put out there Commissioner Pritchett, which I want to get into, where you have a term that again is a very ambiguous term that could mean many different things to many different people. But before I get into that, I want to say one thing, this article that was first crafted by *Florida TODAY*, where they say there was something about a

Commissioner under fire. I asked them well what does that mean, what does it mean that I'm under fire? So there was an anonymous email and then *Florida TODAY* generated a story based on an anonymous email, that's under fire, that's what that means. So I could make something and say that Commissioner Pritchett has 20 prostitutes at her house, *Florida TODAY* could run an article on that and say ...

Zonka – Why does it got to get weird?

Lober - ... Commissioner Pritchett under fire.

Pritchett – I, Yeah, just, Commissioner Lober...

Lober – It's a fact.

Pritchett – That's...

Zonka – that's not even a (inaudible).

Pritchett - ...a little bit of a rabbit trail, and I, I don't think you've done anything wrong, sir, but I, I think we start comparing apples with oranges on this.

Lober – It is apples to apples, I mean literally, you have, you have anonymous email goes out, makes an allegation...

Pritchett - Yeah, but there's these things

Lober – The newspaper does nothing...

Pritchett - I know, I'm not, I'm not even...

Lober - ...to verify it, and they print a story.

Pritchett – I don't care about the newspaper, what they have, I just want us to get something appropriate.

Lober – Let me help you with that.

Pritchett – okay.

Lober – Because what you put up there is not that. You talk about third parties, and just as terms have meanings, this term has a meaning. I asked Abby and I think I may have asked you during the Budget Meeting what does third party mean. I asked Abby as we walked out, and I asked Jill and neither could give me a great answer because it might mean one thing to one person and one thing to another.

Pritchett – I go to Lowe's and buy something and take it over to a place...

Lober – Well let me ask you, if I could just get through this.

Pritchett – Okay.

Lober – So, technically the only person that's entitled to use that, if you want to be real strict about it, which maybe you are, maybe you aren't, is the card holder, and they can't buy anything else for their office. So, if you have something that you want to buy for your office to use, unless

you are the specific one using it, if your receptionist is using it or your legislative assistant, that's third party because now they're a third party, they are not you.

Pritchett – Do you have an Office Manager that would be buying that for your office? Like I have Carol, so she buys something for the office...

Lober – Well we would have to get everyone purchase cards, in the office, so everyone can buy their own stuff, instead of having one person buy for the office.

Pritchett – But it all belongs to County at that time, inside the office.

Lober – That's not what you said in your draft though, because you say third party. I would suggest is after that you define what that actually means. And I would say third party is anyone who's not an employee of the Board of County Commissioners, so you don't run into that problem. That addresses that issue, which I think is a fatal flaw, in that anyone could argue something does or doesn't fit within that particular definition, because otherwise you are just asking to have abuse or alleged abuse because no one knows what it means. Beyond that, I think there's something else to keep in mind with respect to the third party. PO's have a staff cost in form of the time it has to be dedicated to actually craft them, and if you have a \$30 expense that can be put on a Purchase Card, that is otherwise authorized, except for this item that you put up, I mean do you want me to have staff spend more in processing a PO than the cost of the PO is for?

Pritchett – Can you tell me like what type of thing? I don't have those things.

Lober – This is quite literally anything, based on how it's written.

Pritchett – Well give me an idea because I don't have these things. I've never had ...

Lober – Let me help you.

Pritchett – I don't have this issue.

Lober – There's two changes I would suggest, and I think with two changes, it, it's far better. First, after you have the third party line, I'd insert another line and I'd define what that means. I would define it, because I think it's safe and clean and it's very easy to figure out, a third party is anyone who is not an employee of the Brevard County Board of County Commissioners. That resolves that issue. As to the other, I would say no third party expenses unless the expense is, in this case this resolves the issue with this, unless the expenses are funded by stimulus dollars and the vendor does not accept Purchase Orders and the expense is otherwise authorized.

Pritchett – I don't know about that part, but you know, on the third party, what we could do is anyone outside of the Commission staff office. I think that's a little cleaner.

Lober – But you got to define it some way. If you want to define it that way it's fine.

Pritchett- that's why I said third party purchase whereby the third party... We'll put in there no third party purchases...

Zonka – Third party purchases is stuff like Amazon and stuff like that, correct?

Pritchett – Well that, if you...

Lober – If you're buying paper on Amazon, it's (inaudible) my office.

Pritchett – It would be like me going to Lowe's and buying something for the Humane Society, that's a third party purchase. It's a third party transaction there. So he's saying if Carol bought something on my P Card for Jessica, which is in there, he is calling that now, third party, so to clean that up, we can put anybody outside of the Commission Offices, this is for Commissioners, so if she made any charges outside the Commission office, I now have a third party transaction, but in house it is not third party.

Lober – Yeah, as long as you define it, it doesn't matter.

Pritchett - Okay.

Lober - You just have to have a definition.

Pritchett – So you can do that?

Jorandby – I can fix that.

Pritchett – Okay. Thank you.

Lober – And then the other, again, because you're talking about, you may have an expense, whether it's Amazon or otherwise, we bought pens on Amazon, we bought paper on Amazon, we bought toner on Amazon.

Pritchett – You're allowed to do that.

Lober – Right, but with this...

Pritchett – it is specifically for you.

Lober - ...with this, okay, yeah, if you make the correction yes, then that's fixed.

Pritchett – mhm.

Lober – I think that's good. As far as the other is concerned, if you pass it you pass it, it is what it is, but you may have staff spending more money handling the PO's than you do for the actual cost of the good or the service that's procured. That's the only thing that I'll caution you about, if you don't make any sort of adjustment for that.

Pritchett – Okay, well you guys are going to have to talk to me on that. I, I, everything on here, I don't violate, so if you've got something that, that you feel is going to put undue burdens on you or the staff, y'all are going to have to talk to me and let me know because this is, um, in the past this is what we've operated by, so you're going to have to talk to me on that.

Lober – I'm just bringing up to your...

Pritchett – Okay, that's alright.

Lober - ...attention the fact that, that could be a problem, that's all.

Pritchett – Good time to have a discussion, good time.

Lober – Yeah, but as long as you define the first, I think that's the most critical.

Zonka – Is that all you have?

Lober – That's it.

Zonka – Commissioner Tobia.

Tobia – Thank you Madam Chair. And this is just a point of clarification, can Commissioner Pritchett, I, I appreciate the more transparency here, can you explain the billfolder? You mentioned that transparency for other Commissioners, but I think if it's on the Agenda, this also offers transparency, right? For everyone.

Pritchett – All of our Purchasing Cards go in there.

Tobia – But it would be on Consent Agenda...

Pritchett – Yes sir.

Tobia - ...on every meeting, so it's not just us, the entire public would have...

Pritchett – Yes sir.

Tobia – I think that's a great idea, again, not only for us, but for the public to scrutinize our stuff.

Pritchett – Yeah.

Zonka – Alright, and I don't know if you want to go through these purchases or explain them, but I have issue. There's hundreds of purchases on this card. And I know that, you know, the explanation, and I guess depending on which source of, and I know we say Florida TODAY stinks, and they don't report the news, but yet we reply, or we sat here and talked up here for an hour and a half about the opinion of somebody who clearly had an agenda. So again, I think we have to take each, this is very much in black and white, and there is hundreds of P Card purchases on here that I want accountability for. I mean, and I...

Lober – (inaudible)

Zonka – ...don't know if you want to address. That's why I'm asking, now. I'm not going to call you up on the phone, so that's why I'm asking you at this meeting.

Lober – That's fine and I'll go ahead and give you an explanation as to, let me go ahead and pull up...

Pritchett – Can I throw out an idea first?

Lober – Yeah.

Pritchett – Madam, Chair.

Zonka – Sure.

Pritchett - Because this is going to be hard to do this.

Lober – I don't mind.

Pritchett – I think, I know you don't. I think what happened Commissioner Lober, I think you're a lawyer and I'm an accountant. I think but because you've been using the P Card, we don't know where these costs are allocated to. We don't know who has custody of them right now, so if I, I would ask that maybe over the next four weeks or so that you would sit down with County Finance or someone and you take this and we can go ahead and allocate them to the right places, and categorize them like other CARES thing. I can look at Parrish and find out exactly

how much we gave them, we can't do it off of this, and ^{they're} ~~their~~ so messed around with purchases, I mean, there's computers....

Lober – What does messed around mean?

Pritchett – Whether, computer parts and things like that. I don't even know what they went to or anything, so before I can even ask you an intelligent question, I really kind of need you to go through these and sit down and kind of categorize them, like County would have done if you turned them in to be paid, that we know where they're going. So you're going to have to sit and do that sir. I'm sorry, you're the one who did it. You're the only one that's got it in your head to know where these things go.

Lober – Sure.

Pritchett – So, if you would do that, I think it is going to take you a little bit of time, so maybe in the next four weeks or so you kind-of get that for us, so you don't have to go through every line item right now.

Lober – I'm happy to go through everything.

Pritchett – Thank you.

Lober - Listed by *Florida TODAY* because they have gone through page by page.

Pritchett – Again, I. I.

Lober – To look at the most egregious.

Pritchett – I don't care about *Florida TODAY* at all. I would just like for you to this, so we have good accounting records, and then to also... You had mentioned this before, to make sure that everything's inventoried through County staff that we have.

Lober – It's already done.

Pritchett – Okay, so everything in your office is inventoried? They have been there and inventoried?

Lober – Everything that the Administrative Order is requiring inventoried has been inventoried.

Pritchett – Okay, well, like in my office, like the chairs and everything now, right, have already have the County tags on them. You've already done all that?

Lober – Everything that meets the requirements under the Admin Order, even though it doesn't apply to me as a Commissioner has been inventoried. I don't. I don't inventory sheets of paper or BIC pens. I don't do that.

Pritchett – No. No. But computers and I.T. securities systems. I don't know if that was yours or if you bought it for somebody else.

Lober – Literally.

Pritchett - Again, I can't make an informed decision right now because I don't have enough data. So, that's my problem.

Zonka – I think how you solve that problem is that you do an audit. Do an audit on this. You have the Comptroller do an audit and have all this equipment accounted for, whether it be the non-profits that you say you've donated these dozens of network and audio editing and surveillance.

Lober – Are you're going to put words in my mouth?

Zonka – I'm reading your list. Surveillance camera.

Lober – No, you're putting words in my mouth that I say.

Zonka – I think that's what you referred to that in your 12 or six-page memo that you sent us.

Pritchett – Commissioner Lober.

Zonka – That you used.

Pritchett – I think this will help clear you out if we do this and just get it done.

Zonka – And if there's nothing nefarious, then you've got nothing to worry about, which I don't.

Lober – I didn't say don't do it.

Zonka – Well.

Lober – But I'm just saying you're putting words in my mouth that I never said.

Pritchett – With what, Sir? I'm not...

Lober – When Commissioner, or pardon me, Chair Zonka is saying you say.

Zonka – No, I'm reading your six-page memo that you sent out.

Lober – Well, then read it, don't paraphrase.

Zonka – I'm not gonna make. I'm not gonna make.

Lober – If you're gonna make accusations make them specific enough that I can rebut them.

Zonka – Okay, so, with that, I'm gonna make a motion right now that we ask the Comptroller to, to do a complete audit, an inventory of the items.

Lober – How about all Purchase Card spending.

Zonka – The dozens of thousands of dollars. That's fine.

Pritchett – Is that through the Clerk's office, that's what we would have done, right?

Zonka – But, this money has me the most concerned because it's CARES Funding and it was allocated for a purpose, and I just want to make sure that this equipment is accounted for, and I want to make sure the non-profits, or whoever. Wherever this equipment exists, I want to make sure it's accounted for, that we have receipts for it. So, that's my motion. And with the dates of when they received the equipment.

Pritchett – I. I second that. I believe that is gonna help a lot, get this behind us.

Zonka – I think it clears everybody's name.

Pritchett – I do to.

Zonka – If there's nothing, it clears everybody's name.

Pritchett – There's no doubt in my mind

Lober – Does that apply to all Purchase Card expenses over that timeframe?

Zonka – Sure, if you'd like it.

Lober – For all offices, I would.

Pritchett – Well. Probably. I don't mind either. I think just for the CARES things, Sir.

Zonka – I've never bought office equipment and computers and networking, and audio.

Lober – You've never asked for authorization from the Board to do it?

Pritchett – I think.

Lober – I did.

Pritchett – I think it's the CARES stuff, but I know when Mr. Ellis came in and we got in that big argument, remember? And. And, I think. I think at that time I, I had asked we didn't do this on P-Cards. I said, it would be like me going over to Parrish and just doing all the reimbursements. And. And. So, I think, I think you weren't listening to me, but I think that's why we've got this mess and we've got to get it straightened out because...

Zonka – And it makes us all look bad, even if that wasn't your intention, Commissioner Lober, I think it's just...

Pritchett – And, I, I think it's going to clear everything out.

Zonka – It will, because I want to know where this stuff is, and if it's...

Pritchett – In all fairness, you kind-of did this to yourself right now, and we just got to fix it.

Lober – Yeah, no good deed, right?

Zonka – So, I have a card Mr. Heffelfinger. Did you have a card on this Item, J.5.?

Heffelfinger – (inaudible)

Zonka – Okay, I don't have any more card. Oh, wait, I do, Joseph. You're going to have to say your last name. I'm sorry.

Cholewa – I put it parenthetically on there for you, so you can give it a shot.

Zonka – Cholewa.

Cholewa – Yeah, my name is Joseph Cholewa.

Zonka – It doesn't look like an 'a' at the end.

Cholewa – I'm sorry. I live at Merritt Island. So, recently Commissioner Lober proposed a reduction in the Commissioner pay. I guess, to be more in line with the median household income of our Brevard residents here, I'm assuming that's because he.

Zonka – Is this more of a public comment?

Cholewa – No, this is getting to the point.

Zonka – Okay. I'm sorry.

Cholewa – And I'm assuming because he wants to save taxpayers' dollars, that reduction would have been about \$1,400 a year, and then we did these public records, or someone did these public records requests and brought these items to light. Right now, I think it was all the way back to March 2020 that brought back about \$54,000 in spending and that's about 70 percent of that at \$39,000 was Mr. Lober's, that's 20 times higher than Ms. Pritchett's. So, he also stated that, or most of that was all technology and computer related equipment. I'd be obviously curious where that equipment is and what it's being used for, but he also stated that being an elected official, or being elected should not equate to winning a lottery ticket. This kind of spending almost looks like it's not the Commissioner salary, but the... That's the winning lottery ticket, but maybe that P-Card. So, again, I think it's important, obviously I didn't know you were going to request an audit and I think it's important. As a constituent of District 2, he believes it's important to find out, or get a detailed explanation of where the money... Where the items are. What they are being used for. I believe it's important, you know, I think he made a comment that it was inequitable and elitists to be paid a fixed salary. The only thing I find inequitable is spending here on these P-Cards and, again, it's extremely highly questionable, and I hope you guys get answers. Thank you.

Lober – I have some comments.

Zonka – Sure.

Lober – So, first off it's telling that you've conveniently elected to spread misinformation and insinuate things about me, and that you've wasted government resources today, public resources for your political benefit. There was a rebuttal already published by *Space Coast Daily*, addressing what was supposed to have been the best examples of lavish, extravagant spending, but you didn't reference that because that's not convenient for your campaign. Its interesting Mr. Smith, who's in the front-most row here, who is also running for the same position has not elected to spread misinformation, instead campaigning on his own merits. You never once requested any information from me about anything, but you come up here and insinuate. There were no questions. You can sit down, unless someone else has a question of you. Thank you.

Cholewa – Anyone have a question?

Zonka – Okay. No, your fine. Thanks.

Lober – Be honest!

Pritchett – We do have a motion on the table.

Zonka – Alright, so, I have a motion on the table. I know Commissioner Smith's not here. Do you understand it?

Tobia – Yeah, my question is this included everyone's P-Cards, correct? I just...

Zonka – Correct.

Tobia – Okay.

Zonka – But I would say prioritize this one because this is the one, I guess is the forefront of the latest controversy, and the largest P-Card amount that has been purchased.

Tobia – Yeah, as long as I'm... I will support

Lober – Everyone's P-Card purchase... That frame of time.

Tobia – Yes.

Zonka – As long as everyone...

Pritchett – Ms. Abby wants to know if we have a timeline.

Zonka – Yes.

Pritchett – From when the item started?

Zonka – Well, I would say from 2019 through today.

Lober – Why don't we do it, instead of from when I started office when you started office, and include all of it?

Zonka – That's fine. I don't even have a P-Card, but that's fine.

Pritchett – I don't either.

Zonka – Okay.

Lober – Let's do that then.

Zonka – I mean, do you think that...

Tobia – I.

Zonka – Are you in agreeance with that?

Pritchett – I'm easy, I don't even have one.

Zonka – Okay. That's fine.

Tobia – Madam Chair. Madam Chair, I would ask the results be brought, you know.

Zonka – Back to the Board?

Tobia – Back to the... Put on the Agenda, so, again, I'd like everything done in the public.

Lober – Agreed.

Zonka – Yes.

Tobia – I think that's probably the easiest.

Zonka – And, that's fine. I would say that includes anybody in the office.

Pritchett – Oh, I'm sorry.

Jorandby – Commission staff. Yes. Okay.

Zonka – But I.

Pritchett – I want to make sure she has time.

Zonka – Was the motion clear enough to the Clerk.

Powell – Yes.

Zonka – Okay.

Prothman – Kathy Prothman, Brevard County Finance Director. So is it clear the audit is for just the Commissioners Purchasing Cards?

Zonka – Commission Offices.

Prothman – or Commission offices?

Zonka – Yes.

Prothman – Commission offices?

Zonka – Yes.

Prothman – Okay.

Zonka – For 2016.

Prothman - From 2016 to the present?

Zonka – Mhm.

Prothman – Okay.

Zonka – Yes.

Prothman – Yes. Comptroller's Office will have it.

Zonka - Thank you Kathy, I should have had you come up first. I'm sorry, I didn't recognize you.

Prothman – That's fine.

Zonka – It's been a long meeting.

Tobia – (inaudible)

Pritchett – (inaudible)

Kathy – I already had that conversation with Rachel, she's committed to doing that.

Zonka – Do we know how long it's going to take you guys?

Kathy – I do not know that, no.

Tobia – Madam...

Zonka – Can we use, I mean, I know if available, can they have access to County staff for at least doing some of the inventory, if they need it? Do you guys think you'll need County staff?

Abbate – We'll be happy to work with them if they, whatever support they ask us for we'll be to help.

Prothman – Sure.

Zonka – I just want to take it out of the County, like the audit part, of the County because I don't want there to be any conflict or discomfort.

Tobia – Madam Chair.

Zonka – Yes.

Tobia – Can we say the day we were elected in 2016? We can get rid of most 2016 because most of us...

Lober – That's true.

Tobia - ...weren't here. So...

Zonka – yes. November

Prothman – November 2016.

Zonka - From November 1, because it won't even apply to us because we weren't here.

Tobia – Yes, the day that...

Zonka – The day, the first election day in 2016.

Prothman – Okay.

Tobia – Thank you.

Prothman - November 16, got it.

Rita – (inaudible)

Zonka – Yeah, and start it as soon as possible, I guess.

Prothman – Okay.

Zonka – I'm sure Rachel will call me and thank me later for the extra work, but...

Prothman – Okay.

Zonka – alright.

Prothman – Thank you.

Zonka – So I have a motion...

Pritchett – And a second, right?

Lober – Does that include the definition of third party?

Zonka – I think this is for my...

Pritchett – No, that's going to be another motion.

Lober – Oh, I'm sorry, okay.

Pritchett – I'm about to read that one in a second.

Zonka – And you have to call the question because I passed the gavel for that.

Pritchett – Okay. All in favor say aye.

Lober – Can I see what we are actually voting on because I'm confused as to which of the two we're voting on at this point.

Zonka – I don't think we've actually hit Rita's Item yet. I think you guys were still mulling through it.

Pritchett – We're voting on the...

Zonka – We're voting on the audit.

Lober – Okay, perfect.

Pritchett – okay, so all in favor say aye.

Lober, Tobia, Zonka, Pritchett – Aye.

Pritchett – Opposed? Passes 4:0. I'll pass you back the gavel.

Zonka – Okay. So, let's move on to Rita's P Card, or Commissioner Pritchett, I'm sorry.



Pritchett – That's Okay, you can call me Rita. I'm going to, Ms. Jorandby made the changes so I'm going to read it into record and make a motion to approve, that in addition to the guidance that is set forth in AO 41, the following shall apply to Purchase Cards issued to County Commissioners. 1.) Purchasing Card shall be used primarily for day-to-day expenses for Commission office and the purchase of items necessary to operate the Commission office. 2.) Third Party purchases or purchases by a third party as a recipient are prohibited, the term third party means anyone not an employee of the County Commission office. Purchasing Cards shall not be used for the expenses that provide a personal benefit to the Commissioner. Brevard County Purchasing Card monthly reconciliation reports for Commission offices shall be brought, shall be included in the Brevard County Board of County Commissioners Agenda in the Billfolder. I make a motion to approve, Madam Chair.

Lober – Second.

Zonka – Motion by Commissioner Pritchett, second by Commissioner Lober, I see no lights. All those in favor say Aye.

Lober, Tobia, Zonka, Pritchett – Aye.

Zonka – Any opposed? Motion passes unanimously.



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC # 47
Cancels: N/A
Approved: February 22, 2022
Originator: Central Services
Review: February 22, 2025

changing 35
1

TITLE: PURCHASING CARDS FOR COUNTY COMMISSIONERS

I. Objective

To provide requirements for the use of Purchasing Cards issued to Brevard County Commissioners.

II. Directives

- A. The provisions of AO-41- Purchasing Cards shall be guidance for the use of Purchasing Cards by Brevard County Commissioners.
- B. In addition to the guidance set forth in AO-41, the following shall apply to Purchasing Cards issued to County Commissioners:
 - 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.
 - 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.

III. Reservation of Authority

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

Kristine Zonka, Chair
Board of County Commissioners
As approved by the Board on 02/22/2022



February 23, 2022

MEMORANDUM

TO: Frank Abbate, County Manager

RE: Item J.5., Request for Audit of Commissioners' Purchase Cards

The Board of County Commissioners, in regular session on February 22, 2022, approved a request for the Comptroller to do a complete audit on all Purchase Card spending for each Commission Office from November 2016, to present, prioritizing Commissioner Lober's office, with it having the largest Purchase Card amount; and approved placing the results on a future Agenda.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

for: Donna Scott
Kimberly Powell, Clerk to the Board

cc: Clerk Sadoff
Each Commissioner
County Attorney
Finance
Budget

Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

February 23, 2022

Telephone: (321) 637-2001

Fax: (321) 264-6972

Kimberly.Powell@brevardclerk.us



M E M O R A N D U M

TO: Frank Abbate, County Manager

RE: Item J.5., Consideration and Approval of Board Policy, BCC-47, Purchasing Cards for County Commissioners

The Board of County Commissioners, in regular session on February 22, 2022, approved Board Policy, BCC-47, Purchasing Cards for County Commissioners; approved, in addition to the guidance set forth in AO-41, the following shall apply to Purchase Cards issued to County Commissioners:

- Purchasing Cards shall be used primarily for day-to-day expenses for Commission Offices and for the purchase of items necessary to operate the Commission Offices;
- Third Party purchases or purchases whereby a third party is the recipient are prohibited, the term third party means anyone not an employee of the County Commission Office;
- Purchase Cards shall not be used for the expenses that provide a personal benefit to the Commissioner; and
- Brevard County Purchasing Card Monthly Reconciliation Reports for Commission Offices shall be included in the Brevard County Board of County Commissioners Agenda in the Billfolder.

Enclosed is a fully-executed Board Policy, BCC-47.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

for: Donna Scott
Kimberly Powell, Clerk to the Board

Encl. (1)

cc: Each Commissioner
County Attorney
Finance
Budget



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC # 47
Cancels: N/A
Approved: February 22, 2022
Originator: Central Services
Review: February 22, 2025

TITLE: PURCHASING CARDS FOR COUNTY COMMISSIONERS

I. Objective

To provide requirements for the use of Purchasing Cards issued to Brevard County Commissioners.

II. Directives

- A. The provisions of AO-41- Purchasing Cards shall be guidance for the use of Purchasing Cards by Brevard County Commissioners.
- B. In addition to the guidance set forth in AO-41, the following shall apply to Purchasing Cards issued to County Commissioners:
 - 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 are prohibited. The term third party means anyone not an employee of the County Commission Office.
 - 3. Purchasing Cards shall not be used for any expenses that provide a personal benefit to the Commissioner.
 - 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.

III. Reservation of Authority

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

Rachel M. Sadoff, Clerk

Kristine Zonka, Chair

Board of County Commissioners

As approved by the Board on (Date) 2/22/2022