



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.9.

12/17/2024

Subject:

Proposed Revisions to Board Policy BCC-47, "Purchasing Cards for County Commissioners."

Fiscal Impact:

There is no fiscal impact to the proposed revisions to Board Policy BCC-47, "Purchasing Cards for County Commissioners."

Dept/Office:

County Manager's Office

Requested Action:

It is requested the Board of County Commissioners adopt the proposed revisions to Board Policy BCC-47, "Purchasing Cards for County Commissioners."

Summary Explanation and Background:

The purpose of Board Policy BCC-47, "Purchasing Cards for County Commissioners" is to provide requirements for the use of Purchasing Cards issued to Brevard County Commissioners and Commission Office staff.

The modifications to this policy are to provide the following:

- Expansion of the Policy title and scope to include Commissioners and Commission Office staff;
- The Purchase Reconciliation Reports 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;
- The Purchase Reconciliation Reports should include the specific reason an item was purchased, where an item will be located, and for which project an item is assigned, if any;
- Establishes an initial monthly limit at no more than \$2,000.00 and single transaction of \$750.00 for County Commissioners and Commission Office staff; and
- Increases to the monthly limit or single transaction limit exceeding the amount listed in Section II.B.6. of this policy shall be approved by the Board of County Commissioners.

Clerk to the Board Instructions:

Upon approval, please have the Board Chair sign and the Clerk attest the attached final version of BCC-47. Please return a copy of the signed document to the County Manager's Office.



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

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December 18, 2024

M E M O R A N D U M

TO: Frank Abbate, County Manager

RE: Item F.9., Proposed Revisions to Board Policy BCC-47, "Purchasing Cards for County Commissioners"

The Board of County Commissioners, in regular session on December 17, 2024, adopted the proposed revisions to Board Policy BCC-47, "Purchasing Cards for County Commissioners." Enclosed is the fully-executed Policy.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK



Kimberly Powell, Clerk to the Board

/sm

Encl. (1)



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC #-47
Cancels: 02/22/2022N/A
Approved: 12/17/2024February 22,
2022
Originator: Central Services
Review: 12/17/2027February 22,
2025

TITLE: PURCHASING CARDS FOR COUNTY COMMISSIONERS 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 guidance-adhered to for the use of Purchasing Cards by Brevard County Commissioners and Commission Office staff.
- B. In addition to the guidance-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 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

~~Kristine Zonka~~ Rob Feltner, Chairman

Board of County Commissioners
As approved by the Board on _____



BOARD OF COUNTY COMMISSIONERS

POLICY

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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:
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 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.

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ATTEST.



Rachel M. Sadoff, Clerk

Rob Feltner, Chairman

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