

RESOLUTION

NO: 2020-12-284

LIVINGSTON COUNTY

DATE: December 14, 2020

Resolution to Amend the Livingston County Procurement Card Policy – Fiscal Services

WHEREAS, there is a need to revise the current Procurement Card Policy to include the recent revisions to the Procurement Policy as authorized within resolution 2020-12-284; and

WHEREAS, in an effort to gain additional operational efficiency and bring best practices into alignment with the current policy, revisions to the Procurement Card policy include:

- Authorized use of p-cards shall not exceed statutory or approved budgetary limits;
- P-card use does not supersede any approved County Policy;
- Expansion of prohibited spend to include daily meals and gift cards; and
- Format changes to mirror current Procurement Policy.

WHEREAS, comparable counties' procurement credit card policies were recently reviewed and opinion sought from Civil Counsel regarding the proposed revisions; and

WHEREAS, based upon the recommendation from Civil Counsel, additional revisions for splitting of purchase requirements and unauthorized purchases were included.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopt the Procurement Card Policy, as amended and attached, to be effective with the approval of this resolution.

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**MOVED:
SECONDED:
CARRIED:**