

**INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION**

DATE: July 15, 2022

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Jason E. Brown, County Administrator
Kristin Daniels, Budget Director

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Adoption of Modifications to the Purchasing Manual

BACKGROUND:

On July 17, 2018, the Board authorized the incorporation of the Purchasing Card Policy, administered by the Office of Management and Budget, into the Purchasing Manual. The Budget Director has proposed changes to the Purchasing Card Policy, and the County Administrator has approved them. Although the County Administrator has authority to approve changes to the manual, staff presents the changes to the Board and the public as a courtesy. The updated manual will be posted to the County web site for easy access.

DISCUSSION:

The primary modification to the policy is the authorization for an individual in each department to have a Purchasing Card specifically for the purpose of travel, or Travel P-Card. This individual will be able to book hotel rooms for departmental staff after the planned travel has been approved in accordance with Section 401.1 of the Administrative Manual (Travel Policy). A \$5,000 monthly limit is established on each issued Travel P-Card, and the card may only be used for hotels.

Another change to the policy was the clarification of the process to request new or changes to P-Cards.

RECOMMENDATION

Staff recommends the Board note its concurrence with the changes approved by the County Administrator.

ATTACHMENTS:

Proposed Changes to Section 9 of the Purchasing Manual