

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Order on June 27, 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

RESOLUTION NO. 2023/259

IN THE MATTER OF AUTHORIZING THE “PROCUREMENT CARD PROGRAM” PURSUANT TO COUNTY ORDINANCE CODE SECTION 1108-2.224

WHEREAS, [County Ordinance Code Section §1108-2.224](#), authorizes the procurement of certain supplies, equipment, materials, goods and other personal property without using the Purchasing Agent if a procurement card is used, commonly referred to as the “Procurement Card Program”;

WHEREAS, [County Ordinance Code Section §1108-2.224](#) requires that the Board of Supervisors identify, by resolution, what supplies, equipment, materials, goods and other personal property may be purchased directly by County departments and officers without utilizing the Purchasing Agent;

WHEREAS, the objective of the Procurement Card Program (the “Program”) is to provide County staff an additional method to make purchases of supplies, equipment, materials, goods and other personal property;

WHEREAS, on June 12, 2023 the Internal Operations Committee received a report ([Agenda Item No. 8](#)) from the County Administrator’s Office on efforts to consolidate and streamline the County’s purchasing policies; and

WHEREAS, this Resolution No. 2023/259 creates the Procurement Card Manual outlining requirements for obtaining and using procurement cards and identifies eligible purchases authorized under the Program.

NOW, THEREFORE, BE IT RESOLVED:

- A. Procurement Card Manual. The Purchasing Agent shall create and maintain a Procurement Card Manual outlining requirements for obtaining and using procurement cards, identify supplies, equipment, materials, goods and other personal property eligible for purchase with a procurement card and shall update the manual from time-to-time to remain current with industry trends and best practices.
- B. Process. Supplies, equipment, materials, goods and other personal property items identified in the Procurement Card Manual as eligible for purchase using this Program may only be procured through this procedure subject to the following:

1. Department heads and authorized cardholders are responsible for complying with the terms and conditions of the Procurement Card Manual;
 2. Department heads are responsible for confirmation that sufficient appropriations exist within each department budget prior to an authorized cardholder making an eligible purchase; and
 3. The eligible purchase shall be in compliance with all federal and state laws and other County policies that may apply to purchasing activities.
- C. Eligible Purchases. The Procurement Card Manual, as maintained and updated from time to time by the Purchasing Agent, shall identify the current list of supplies, equipment, materials, goods and other personal property eligible for purchase by an authorized cardholder using a procurement card, subject to the process outlined in Section B above.
- D. Ineligible Purchases. Items not listed as eligible for purchase with a procurement card in the Procurement Card Manual are not eligible for purchase with a procurement card.
- E. Supersession. This resolution supersedes any previous resolution adopted pursuant to [County Ordinance Code Section §1108-2.224](#), including those related to the use of procurement cards and defining eligible purchases.