COUNTY OF DADE
STATE OF GEORGIA

ORDINANCE NO. ____-____-26

AN ORDINANCE AMENDING GOVERNMENT PURCHASING CARD AND CREDIT CARD ORDINANCE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER SUCH PURPOSES

WHEREAS, the Dade County Board of Commissioners, is the county governing authority for Dade County, Georgia (the "County");

WHEREAS, O.C.G.A. § 36-80-24 establishes requirements for the use of government purchasing cards and credit cards;

WHEREAS, on February 4, 2016, the County adopted Ordinance No. 02-04-16 (codified at Section 2-34, Dade County Code of Ordinances) to regulate the use of such purchasing cards and credit cards; and

WHEREAS, the Board desires to update its ordinance to provide for continued compliance with Georgia law and the County's adopted purchasing card policies;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Board of Commissioners of Dade County, Georgia, that O2-04-16, codified at Section 2-34, is hereby amended by deleting the same, and is restated in its stead and place the following:

I. Intent and Scope.

This ordinance establishes the requirements for the use of County-issued purchasing cards and credit cards by elected officials authorized by the Dade County Board of Commissioners in accordance with O.C.G.A. § 36-80-24. The issuance, use, and administration of purchasing cards shall also be governed by the applicable adopted Dade County Purchasing Card Program Policy for Elected Officials, as amended from time to time, provided that such policy remains consistent with this ordinance and applicable law. Constitutional officers and employees of their respective offices shall be governed by policies established and filed by those officers in accordance with O.C.G.A. § 36-80-24.

II. Definitions.

a. Authorized Elected Official: An elected official designated by public vote of the Board of Commissioners to receive a County-issued purchasing card or credit card.

b. Card Administrator: The purchasing card and credit card administrator designated by the Dade County Board of Commissioners.

c. County: Dade County and/or the Board of Commissioners.

d. County Purchasing Card or Credit Card: A financial transaction card issued by a financial institution or authorized provider for the purchase of goods and services on behalf of the County.

e. Financial Transaction Card: An instrument or device as defined in O.C.G.A. § 16-9-30(5).

f. User Agreement: The required agreement between the Board of Commissioners and an authorized elected official governing the use of a County purchasing card or credit card.

III. Designated Elected Officials

The Dade County Board of Commissioners may authorize specific county elected officials to use a County purchasing card or credit card by adoption of a resolution at a public meeting. No authorized elected official may use a County purchasing card or credit card until he or she has executed the required user agreement. The County shall not authorize payment for purchases made using cards that were not issued pursuant to this ordinance or for purchases not authorized by this ordinance.

IV. Card Administrator

The Board of Commissioners shall designate a County purchasing card and credit card administrator. The responsibilities of the Card Administrator shall include:

a. Managing County-issued purchasing cards and credit cards.

b. Serving as the primary contact for purchasing card and credit card matters.

c. Serving as liaison between authorized elected officials, their staff, and the issuing financial institution.

d. Providing training regarding applicable purchasing card policies and procedures.

e. Developing procedures to ensure timely payment of purchasing card accounts.

f. Assisting authorized elected officials with disputed transactions.

g. Establishing internal procedures to ensure compliance with this ordinance, applicable County purchasing policies, user agreements, and Georgia law.

h. Documenting internal controls, audits, and other measures to prevent and detect misuse or abuse.

i. Auditing and reconciling transactions monthly.

j. Maintaining records for at least seven years or as otherwise required by the County's applicable records retention policy.

V. Use of Cards

a. Authorized Purchases

County purchasing cards and credit cards may be used only to purchase goods and services directly related to the official public duties of the authorized elected official. All purchases shall comply with this ordinance, the applicable adopted Purchasing Card Program Policy for Elected Officials, the required user agreement, County procurement requirements, and the adopted budget. Only authorized elected officials may use purchasing cards issued to them. Cards shall not be transferred to or used by other individuals. Unless otherwise approved by the governing authority or established in the applicable user agreement, the transaction limits shall be:

Per Transaction: $3,000.00

Per Billing Cycle: $5,000.00

Any changes to limits or temporary increases shall be authorized in accordance with this ordinance, the applicable user agreement, and procedures lawfully approved by the governing authority.

b. Unauthorized Purchases

Purchasing cards and credit cards shall not be used for goods or services unrelated to official public duties, purchases exceeding authorized limits, expenditures not authorized by the adopted budget, or purchases that circumvent County purchasing requirements. Additional restrictions and prohibited purchases shall be established in the applicable adopted Purchasing Card Program Policy for Elected Officials, provided they are consistent with this ordinance and applicable law.

c. Receipts and Documentation

Receipts, invoices, and supporting documentation shall be obtained and maintained for all purchases. Documentation shall include sufficient information to identify the vendor, items or services purchased, amount paid, and official public purpose. If an original or duplicate receipt cannot be produced, a sworn affidavit of the authorized elected official may be substituted in accordance with applicable procedures.

Records shall be maintained for the period required by applicable law and County records retention requirements. Additional documentation and submission procedures shall be governed by the applicable adopted Purchasing Card Program Policy for Elected Officials.

d. Public Records

Purchasing card receipts and supporting documentation are public records and shall be subject to

O.C.G.A. § 50-18-70 et seq.

VI. Review of Purchases and Audit

Proper documentation, internal controls, and review procedures shall be maintained to prevent and detect misuse or abuse of County purchasing cards and credit cards.

a. Review of Purchases

All purchases shall be reviewed in accordance with the applicable adopted Purchasing Card Program Policy and established County financial procedures.

Each transaction shall be subject to review by an authorized individual other than the cardholder.

b. Audits

The Card Administrator shall perform an annual review of the purchasing card program to evaluate compliance with applicable policies and procedures, spending limits, reconciliation procedures, and documentation requirements.

Authorized elected officials and applicable staff shall cooperate with such reviews.

VII. Violations

a. An elected official shall reimburse the County for purchases made in violation of this ordinance or the applicable user agreement, as required by law.

b. In the discretion of the governing authority, failure to comply with this ordinance or the applicable purchasing card policy may result in:

i. A warning;

ii. Suspension of purchasing card or credit card privileges; or

iii. Revocation of purchasing card or credit card privileges.

c. Nothing in this ordinance shall prevent the governing authority from referring suspected misuse of purchasing cards or credit cards to the appropriate authorities for investigation or prosecution.

All provisions of Ordinance 02-04-16, in conflict with the above amendment are hereby repealed. All other paragraphs of Section 2-34 and all other provisions of Ordinance 02-04-16, not directly affected by this amendment shall remain in full force and effect. The amendment contained herein shall take effect immediately upon its passage.

PASSED AND ADOPTED on this ____ day of December, 2026.

BOARD OF COMMISSIONERS
DADE COUNTY, GEORGIA

BY: _____
DON TOWNSEND
Chairman/County Executive

ATTEST:

BY: _____
GIDGET KNIGHT
County Clerk
Dade County, Georgia

CERTIFICATION

I do hereby certify that the attached Ordinance No. _____-26 is a true and correct copy of that ordinance duly adopted by the governing authority of Dade County on the date so stated in said Ordinance.

I further certify that I am the Clerk and that said Ordinance has been duly entered in the official records of Dade County, Georgia, the original of such Ordinance appears of public record in my custody and control.

In witness thereof, I have hereunto set my hand and caused the Seal of the Clerk for Dade County Board of Commissioners to be affixed on this ___ day of _____, two thousand twenty-six in the year of our Lord.

_____
Gidget Knight
County Clerk, Dade County, Georgia