

OKLAHOMA COUNTY PURCHASE CARD PILOT PROGRAM

Amendment 6

1. Processes and operations of this program shall comply with the Purchase Card Policies and Procedures Manual as Prescribed by the State Auditor and Inspector's Office and adopted by the Board of County Commissioners.
2. Card Limit (limit per cycle) shall be set to reflect the limits approved by BOCC Designated Cardholders (attached).
3. Single Purchase Limit shall be set to \$5,000.00.
4. Ashley McMichael designated PCard Administrator.
5. All authorized purchases shall be for official county business. Authorized purchases under this program shall include and be limited to:
 - a. Travel Airfare Fees
 - b. Travel Lodging Reservations and Fees
 - c. Travel Event Registration Fees
 - d. Fees associated with Permits, Licenses, and Certificates of which payment by card is required.
 - e. Rapid Covid Tests of which payment by card is required.
 - f. Purchases mandated by State and/or Federal law of which payment by card is required.
 - g. Online subscriptions of which payment by card is required.
 - h. Online training/educational materials of which payment by card is required.
 - i. Covid related PPE of which payment by card is required.
 - j. Postage Expenses and Fees
 - k. The purchase of books/educational materials where payment by credit card is required
 - l. The purchase of copier cards for the Oklahoma County Law Library public copier where payment by credit card is required.
 - m. Warranty repairs related to Oklahoma County Sheriff's Office vehicles, specific to computer equipment and docking stations which payment by card is required.

Approved by the Board of County Commissioners on _____ day of _____, 2025.

Chairman

Vice-Chairman

Member

Attest: _____

Oklahoma County Clerk

Designation of Purchase Cardholders:

As approved on _____ the Board of County Commissioners of
County, Oklahoma in an open meeting approves the issuance of County Purchase Cards to the
following county employees with the following restrictions:

Employee	Department	Total Card Limit
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The Purchase Cardholders designated above shall have the authority to utilize County purchase
cards for lawful purchases in accordance with State Statutes and the
County Purchase Card Policy.

Attest:

County Clerk or Designee

Chairperson

Board Member

Board Member