

1 STATE OF OKLAHOMA

2 2nd Session of the 55th Legislature (2016)

3 SENATE BILL 1146

By: Fry

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6 AS INTRODUCED

7 An Act relating to county purchasing; authorizing
8 boards of county commissioners to obtain county
9 purchase card; stating procedures and requirements
10 for obtaining and use of cards by county officers or
11 county purchasing agents; prohibiting officers or
12 purchasing agents from receiving reimbursement for
13 certain expenses; stating construction; providing for
14 codification; and declaring an emergency.

15 BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

16 SECTION 1. NEW LAW A new section of law to be codified
17 in the Oklahoma Statutes as Section 1508 of Title 19, unless there
18 is created a duplication in numbering, reads as follows:

19 A. Subject to the limitations and procedures provided by this
20 section, any county officer or purchasing agent may purchase
21 materials, supplies or services by use of a county purchase card
22 issued to the county for use by the requesting county office.

23 B. The county officer or purchasing agent may request the board
24 of county commissioners of the county to apply to any bank or credit
institution located in this state for a county purchase card for use
by their office or department. The application shall be made in the

1 name of the county and any credit cards issued must be issued in the
2 name of the county only. The board of county commissioners shall
3 then issue the card or cards to the county officer or purchasing
4 agent. The board of county commissioners shall ensure with the bank
5 or credit institution that the board has, by majority vote of the
6 board, the ability to suspend or cancel any issued cards upon
7 discovery of any fraud, misuse or disagreement of account records.

8 C. For each card issued to the county by an issuer, the county
9 shall encumber sufficient funds each month to pay for the estimated
10 charges made with such cards including any annual or other fee owed
11 for use of the cards. The funds for payment of county purchase card
12 charges shall be made from the annual county appropriation of that
13 county office or department. Payment of the bill for charges
14 incurred on any card shall be made in a timely manner so that no
15 interest charges or penalties accrue and so that the total payment
16 amount corresponds to the balance of charges for purchases in
17 addition to any applicable annual fee or service charge.

18 D. All receipts for charges made by use of any county purchase
19 card issued to a county shall be returned to the county
20 commissioners in order to facilitate accurate records of total
21 monthly expenditures for which the county will be obligated.

22 E. On or before the 25th day of each month, the county officer
23 or purchasing agent shall notify the board of county commissioners
24 of the anticipated credit card expenditures for the following month.

1 When purchases are made, the county officer or purchasing agent
2 shall immediately and accurately document the expenditures on a form
3 prepared by the State Auditor and Inspector, attaching receipts and
4 a written explanation of each expenditure as to the date, case
5 number or other identification number, area or location, reason for
6 expenditure and amount expended. The original form shall be
7 attached to the purchase order and shall be submitted to the board
8 of county commissioners for final approval and payment. A copy of
9 the form shall be retained for the county officer's or purchasing
10 agent's records.

11 F. A county officer or purchasing agent shall not receive any
12 reimbursement, pursuant to the provisions of Sections 161 through
13 166, 180.43 or 541 of Title 19 of the Oklahoma Statutes, for any
14 expenses for which a credit card issued pursuant to the provisions
15 of this section has been used.

16 G. Nothing in this section shall be construed to exempt any
17 county officer or purchasing agent from the purchasing procedures
18 specified in Sections 1500 through 1505 of Title 19 of the Oklahoma
19 Statutes for all other purchases made in the performance of their
20 official duties.

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1 SECTION 2. It being immediately necessary for the preservation
2 of the public peace, health and safety, an emergency is hereby
3 declared to exist, by reason whereof this act shall take effect and
4 be in full force from and after its passage and approval.

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