

LOCAL LAW NO. 7 - 2023

AUTHORIZING THE USE OF ONONDAGA COUNTY PURCHASE CARDS IN ADVANCE OF
AUDIT FOR PURCHASES UP TO \$1,000

BE IT ENACTED BY THE COUNTY LEGISLATURE OF THE COUNTY OF ONONDAGA,
AS FOLLOWS:

Section 1. The purpose of the Purchase Card (“P-Card”) program is to provide Onondaga County Departments with a simplified method of procuring low-dollar items, allowing for the immediate acquisition of goods and services and thereby reducing the time and cost associated with purchase order and payment processing.

Section 2. P-Cards shall be issued to employees in departments where effectiveness or economy of operation will be enhanced through use of a P-Card; the program, consistent with existing policies and procedures for the procurement of goods or services that fall below monetary bid limits, will be limited to transactions for goods and services of \$1,000 or less; and the use of P-Cards provides a convenient and secure method to track and review all such purchases.

Section 3. In accordance with County Law § 369(6) and County P-Card Program policies and rules including, but not limited to, those related to cardholder, department head, Finance Department, and P-Card administrator responsibilities, P-Card controls, prohibited/authorized uses, training, and recordkeeping; the County of Onondaga is hereby authorized to use P-Cards for single purchases/transactions of up to \$1,000 in advance of audit.

Section 4. Effective Date. This Local Law shall take effect immediately and shall be filed consistent with the provisions of New York State Municipal Home Rule Law.

PASSED 9/5/2023



I hereby certify that the foregoing is a true and exact copy
of the legislation duly adopted by the County Legislature
of Onondaga County on the 5th day of September 2023.

A handwritten signature in blue ink, likely of the County Clerk.

Clerk, County Legislature