

HB117 INTRODUCED



1 HB117
2 RB4U1YN-1
3 By Representative Hill
4 RFD: County and Municipal Government
5 First Read: 13-Jan-26
6 PFD: 06-Jan-26



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4 SYNOPSIS:

5 Under existing law, county commissions may adopt
6 a procurement or purchasing program to simplify
7 purchases that applies only to purchases of tangible
8 personal property.

9 This bill would allow a procurement or
10 purchasing program to apply to purchases of services.

11 Under existing law, county commissions must
12 consider whether a procurement or purchasing program
13 provides cost savings to the county.

14 This bill would allow county commissions to
15 consider whether a procurement or purchasing program
16 provides administrative savings in addition to cost
17 savings.

18 Under existing law, the county chief
19 administrative officer is responsible for overseeing
20 and managing a procurement or purchasing program.

21 This bill would also allow county commissions to
22 designate another individual to oversee and manage a
23 procurement or purchasing program.

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26 A BILL

27 TO BE ENTITLED

28 AN ACT



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36 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

37 Section 1. Section 11-3-61, Code of Alabama 1975, is
38 amended to read as follows:

39 "§11-3-61

40 (a) In addition to authority granted in Section
41 11-3-60, a county commission may adopt a procurement or
42 purchasing program designed to simplify the purchasing of
43 certain tangible personal property or services, provided the
44 program is designed in a manner that shall provide significant
45 cost savings or administrative savings to the county and
46 includes written policy and procedures for implementation and
47 administration of the program as set out in subsection (c).
48 For the purposes of this article, a "procurement or purchasing
49 program" is a purchase payment program utilized as an
50 alternative purchase order process with vendors agreeing to
51 participate in such process. The program shall be approved by
52 the county commission in order to allow individualized
53 purchases of tangible personal property items or services
54 which have received prior approval by the county commission
55 through use of a card programmed for limited purchases of
56 specific items or services by an individual designated by the



57 county commission to make the purchases.

58 (b) Prior to implementation of a procurement or
59 purchasing program, the county commission shall make the
60 following determinations:

61 (1) That the program to be implemented meets
62 governmental accounting standards and practices for
63 development and administration of such program.

64 (2) That the program will provide significant cost
65 savings or administrative savings to the county.

66 (3) That the program has been developed and designed in
67 a manner that provides all necessary purchasing and accounting
68 documentation required by the Department of Examiners of
69 Public Accounts.

70 (4) That the program has been developed and designed
71 with sufficient safeguards to significantly reduce the risk of
72 mismanagement or misappropriation of funds.

73 (5) That the program will be carefully supervised and
74 overseen by the county chief administrative officer or his or
75 her designee.

76 (c) The county commission shall adopt written policy
77 and procedures for the implementation, administration, and
78 operation of the program, which policy and procedures shall
79 include at a minimum, each of the following:

80 (1) A monetary limit on the amount of any individual
81 purchase which may be made using a procurement or purchasing
82 card.

83 (2) A monetary limit on the total monthly amount that
84 may be purchased with a procurement or purchasing card, taking



85 into consideration the county's debt limit.

86 (3) Procedures to ensure that any person utilizing a
87 procurement or purchasing card has been properly trained
88 regarding use of the card, including purchases ~~which that~~ are
89 allowed, proper process for documenting purchases, and daily
90 and monthly monetary limits.

91 (4) Procedures to ensure that the chief administrative
92 officer or designee carefully supervises and oversees the
93 administration of the program and the use of procurement or
94 purchasing cards ~~within the county~~.

95 (5) Procedures for the chief administrative officer or
96 designee to keep accurate records of all purchases made with a
97 procurement or purchasing card, which records shall be
98 periodically reviewed by the chair of the county commission
99 and may be reviewed periodically by any member of the county
100 commission.

101 (6) Procedures to ensure that all procurement or
102 purchasing card bills are carefully reviewed by the chief
103 administrative officer or designee each month to make sure
104 that no unauthorized charges appear on the bill.

105 (7) Procedures to ensure the full cost of every
106 purchase made through the use of a procurement card is paid or
107 settled by electronic transfer within not more than 45 days of
108 the purchase.

109 (8) Procedures to ensure that the county is at all
110 times in compliance with the provisions of Article 3 of
111 Chapter 16 of Title 41.

112 (d) Any company, financial institution, or other

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113 organization providing procurement card services as authorized
114 under this article shall ensure the county commission's
115 purchasing authority is suspended immediately should the
116 payment or electronic settlement for any item or service fail
117 to be received within the 45-day limit required in subdivision
118 (c) (7) of subsection (e)."

119 Section 2. This act shall become effective on October
120 1, 2026.