

HB117 ENROLLED



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



1 Enrolled, An Act,

2 Relating to county commission procurement; to amend
3 Section 11-3-61, Code of Alabama 1975; to allow a procurement
4 program to apply to purchases of services; to allow county
5 commissions to consider administrative savings; and to allow
6 county commissions to designate another individual to oversee
7 a procurement program.

8 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

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

11 "§11-3-61

12 (a) In addition to authority granted in Section
13 11-3-60, a county commission may adopt a procurement or
14 purchasing program designed to simplify the purchasing of
15 certain tangible personal property or services, provided the
16 program is designed in a manner that shall provide significant
17 cost savings or administrative savings to the county and
18 includes written policy and procedures for implementation and
19 administration of the program as set out in subsection (c).
20 For the purposes of this article, a "procurement or purchasing
21 program" is a purchase payment program utilized as an
22 alternative purchase order process with vendors agreeing to
23 participate in such process. The program shall be approved by
24 the county commission in order to allow individualized
25 purchases of tangible personal property items or services
26 which have received prior approval by the county commission
27 through use of a card programmed for limited purchases of
28 specific items or services by an individual designated by the



29 county commission to make the purchases.

30 (b) Prior to implementation of a procurement or
31 purchasing program, the county commission shall make the
32 following determinations:

33 (1) That the program to be implemented meets
34 governmental accounting standards and practices for
35 development and administration of such program.

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

38 (3) That the program has been developed and designed in
39 a manner that provides all necessary purchasing and accounting
40 documentation required by the Department of Examiners of
41 Public Accounts.

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

45 (5) That the program will be carefully supervised and
46 overseen by the county chief administrative officer or his or
47 her designee.

48 (c) The county commission shall adopt written policy
49 and procedures for the implementation, administration, and
50 operation of the program, which policy and procedures shall
51 include at a minimum, each of the following:

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

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



57 into consideration the county's debt limit.

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

63 (4) Procedures to ensure that the chief administrative
64 officer or designee carefully supervises and oversees the
65 administration of the program and the use of procurement or
66 purchasing cards ~~within the county~~.

67 (5) Procedures for the chief administrative officer or
68 designee to keep accurate records of all purchases made with a
69 procurement or purchasing card, which records shall be
70 periodically reviewed by the chair of the county commission
71 and may be reviewed periodically by any member of the county
72 commission.

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

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

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

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



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

91 Section 2. This act shall become effective on October
92 1, 2026.



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104 Speaker of the House of Representatives

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109 President and Presiding Officer of the Senate

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112 House of Representatives

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114 I hereby certify that the within Act originated in and

115 was passed by the House 20-Jan-26.

116
117 John Treadwell
118 Clerk

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124 Senate

05-Feb-26

Passed

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