

# PENDING APPROVAL

## OKLAHOMA COUNTY BOARD OF COUNTY COMMISSIONERS

### AGENDA ITEM REQUEST SHEET

FOR THE 4-14-2010 AGENDA

**(THE DEADLINE IS ONE WEEK PRIOR TO THE DATE THE AGENDA IS TO BE POSTED)**

DEPARTMENT: COUNTY CLERKS OFFICE REQUESTED BY Carolynn Caudill

REQUISITION NO: \_\_\_\_\_

NAME OF FUNDS: \_\_\_\_\_

FUND NUMBERS: \_\_\_\_\_

PLEASE INITIAL IF PRIVACY/PROTECTED INFORMATION EXISTS: \_\_\_\_\_ YES  X \_\_\_\_\_ N/A

NUMBER OF ORIGINAL DOCUMENTS TO BE RETURNED TO YOUR DEPARTMENT: \_\_\_\_\_

AGENDA ITEM READS AS FOLLOWS:

Discussion and possible action for approval of Transfer of Inventory Receipt No. T-05-10, transferring inventory from Oklahoma County Clerk's Office to Oklahoma County Court Clerk's Office. Requested by Carolynn Caudill, Oklahoma County Clerk. (Document Received)

\_\_\_One (1) Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00024**, acquired in 1982, from an unknown vendor, for an estimated \$672.00.

One (1) Art Metal Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00053**, acquired in 1982, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for an estimated \$320.00.

One (1) Art Metal Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00054**, acquired in 1982, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for an estimated \$320.00.

One (1) Art Metal Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00055**, acquired in 1982, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for an estimated \$320.00.

One (1) Art Metal Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00056**, acquired in 1982, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for an estimated \$320.00.

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One (1) Art Metal Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00066**, acquired in 1982, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for an estimated \$320.00.

One (1) Art Metal Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00067**, acquired in 1982, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for an estimated \$320.00.

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One (1) Art Metal Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00081**, acquired in October 31, 1951, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for \$697.00.

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One (1) Art Metal Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00095**, acquired in 1982, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for an estimated \$320.00.

One (1) Art Metal Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00096**, acquired in 1982, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for an estimated \$320.00.

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One (1) Art Metal Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00097**, acquired in 1982, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for an estimated \$320.00.

One (1) Art Metal Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00105**, acquired in 1982, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for an estimated \$320.00.

One (1) Art Metal Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00106**, acquired in 1982, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for an estimated \$320.00.

One (1) Art Metal Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00108**, acquired in 1982, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for an estimated \$320.00.

One (1) Art Metal Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00109**, acquired in 1982, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for an estimated \$320.00.

One (1) Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00117**, acquired January 16, 1956, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for \$757.65.

One (1) Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00118**, acquired January 16, 1956, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for \$757.64.

One (1) Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00119**, acquired January 16, 1956, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for \$757.65.

One (1) Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00120**, acquired January 16, 1956, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for \$757.65.

One (1) Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00121**, acquired January 16, 1956, from Wesbanco, 5<sup>th</sup> & Broadway, Oklahoma City, Oklahoma, for \$757.65.

One (1) Special Made Curtain Roller Shelf Cases, c/n **F106-00126**, acquired November 5, 1959, from Bill Doyle, Oklahoma City, Oklahoma, for \$815.55.

One (1) Special Made Curtain Roller Shelf Cases, c/n **F106-00127**, acquired November 5, 1959, from Bill Doyle, Oklahoma City, Oklahoma, for \$815.55.

One (1) Special Made Curtain Roller Shelf Cases, c/n **F106-00128**, acquired November 5, 1959, from Bill Doyle, Oklahoma City, Oklahoma, for \$815.55.

One (1) Metal 32 Book Roller Shelves, c/n **F106-00130**, acquired November 5, 1959, from an unknown vendor, for \$815.55.

One (1) Brown Metal Bookcase with 32 Standard Roller Shelves, c/n **F106-00131**, acquired March 6, 1961, from Southwestern Stationers, Inc., Oklahoma City, Oklahoma, for \$727.50.

One (1) Grey Metal Bookcase with 32 Standard Roller Shelves, c/n **F106-00132**, acquired March 6, 1961, from Southwestern Stationers, Inc., 4500 N. Sante Fe, Oklahoma City, Oklahoma, for \$727.50.

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One (1) Grey Metal Bookcase with 32 Standard Roller Shelves, c/n **F106-00135**, acquired March 6, 1961, from Southwestern Stationers, Inc., 4500 N. Sante Fe, Oklahoma City, Oklahoma, for \$727.50.

One (1) Grey Metal Bookcase with 32 Standard Roller Shelves, c/n **F106-00136**, acquired March 6, 1961, from an unknown vendor, for \$727.50.

*Frank W. Wishe, Chief Deputy  
for Carolyn Couchell*

# PENDING APPROVAL

One (1) Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00027**, acquired in 1982, from an unknown vendor, for an estimated \$672.00.

One (1) Grey Metal Bookcase with 32 Roller Shelves, c/n **F106-00028**, acquired in 1982, from an unknown vendor, for an estimated \$672.00.

# PENDING APPROVAL

APPROVED BY DA  
(If Applicable)

APPROVED BY ENGINEER  
(If Applicable)

APPROVED BY PURCHASING  
(If Applicable)

\_\_\_\_\_  
ASSISTANT DISTRICT ATTORNEY

\_\_\_\_\_  
COUNTY ENGINEER

\_\_\_\_\_  
PURCHASING AGENT

Please initial if privacy/security protected information exist

DISTRICT ATTORNEY – PRIVACY/SECURITY PROTECTED INFORMATION: \_\_\_\_\_ YES \_\_\_\_\_ N/A

COUNTY CLERK – PRIVACY/PROTECTED INFORMAITON: \_\_\_\_\_ YES \_\_\_X\_\_\_ N/A

(NOTE: THE CHAIRMAN/CHIEF DEPUTY MUST APPROVE ALL EMERGENCY REQUESTS FOR ANY ITEM SUBMITTED AFTER THE DEADLINE)

DATE OF REQUEST: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
CHAIRMAN

**REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES**

THIS FORM IS TO BE USED TO REQUEST ADVICE AND/OR REPRESENTATION FROM THE DISTRICT ATTORNEY'S OFFICE REGARDING THE COUNTY OF OKLAHOMA, COUNTY OFFICIALS AND EMPLOYEES AS REQUIRED BY SECTIONS 215.4, 215.5, 215.25 AND 215.26 OF TITLE 19 OF THE OKLAHOMA STATUTES.

IF ADVICE IS SOUGHT, THE REQUEST MUST BE SIGNED BY AN ELECTED COUNTY OFFICER. THIS FORM MUST BE FILLED OUT AND SUBMITTED TO THE CIVIL DIVISION OF THE OKLAHOMA COUNTY DISTRICT ATTORNEY'S OFFICE IN A TIMELY MANNER. ALL RESPONSES TO REQUESTS FOR ADVICE WILL BE IN WRITING.

IF THE REQUEST IS FOR LEGAL REPRESENTATION UNDER 19 O. S. SECTION 215.25, THE REQUEST MUST BE SUBMITTED IN WRITING EARLY ENOUGH TO PERMIT THE DISTRICT ATTORNEY'S OFFICE ADEQUATE TIME TO COMPLETE A THOROUGH "GOOD-FAITH-AND-COURSE-OF-EMPLOYMENT" INVESTIGATION AS CONTEMPLATED BY 19 O.S. SECTION 215.26.

**DATE OF REQUEST:** April 7, 2010 .

**COUNTY DEPARTMENT MAKING REQUEST:** County Clerk

STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED:

*Please review the attached Transfer of Inventory – Roller Shelves and Cases from the County Clerk's Office to the Court Clerk's Office as to form and legality.*

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**ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE.** (NOTE: Advice, reviews and approvals as to "form and legality" are based on the documentation and information provided to the District Attorney's Office. Please provide all relevant information when requesting an opinion or review from the District Attorney's Office).

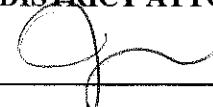
*for* Carolynn Caudill, County Clerk  
COUNTY OFFICER  
*Chief Deputy*

.....  
**DATE RECEIVED BY DISTRICT ATTORNEY:** 4/7/10

**REPLY BY DISTRICT ATTORNEY:** Reviewed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DAVID PRATER,  
DISTRICT ATTORNEY**

By: 

RECEIVED  
APR 07 2010  
CIVIL DIVISION  
DISTRICT ATTORNEY

# PENDING APPROVAL

Transfer No. T-05-10

Transfer from: Oklahoma County Clerk to Oklahoma County Court Clerk

Requested By: Carolynn Caudill, Oklahoma County Clerk

Verified By: K.Young, Inventory Officer

\*\*\*\*\*See attached for description of items\*\*\*\*\*

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

By the Board of County Commissioners of Oklahoma County

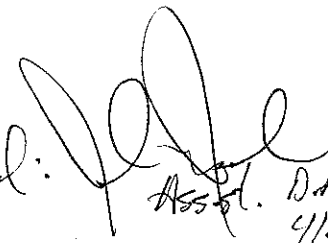
\_\_\_\_\_ Chairman

\_\_\_\_\_ Member

\_\_\_\_\_ Member

ATTEST:

\_\_\_\_\_  
Carolynn Caudill, Oklahoma County Clerk

Approved:   
Ass't. DA -  
4/8/10

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