

# PENDING APPROVAL

## REQUISITION SHEET MUST BE ATTACHED

(Applies when agenda item requires a specific payment)

### OKLAHOMA COUNTY BOARD OF COUNTY COMMISSIONERS

#### AGENDA ITEM REQUEST SHEET

For the Wednesday, May 19, 2010 Agenda

(Day of Meeting) (Date and Year of Meeting)

DEPT.: County Clerk BY: Kelly Young EXT. 1527  
(Department Requesting this item) (Contact person for this Item) (Contact's extension)

NAME OF FUND: Oklahoma County District 2

AGENDA ITEM DESCRIPTION: Discussion and Possible action to approve Transfer of Equipment from the Inventory of the Oklahoma County District 2 to Oklahoma County Facilities Management Office.

(ALL NECESSARY DOCUMENTATION MUST BE ATTACHED FOR APPROVAL)

APPROVED BY ENGINEER  
(If Applicable)

APPROVED BY D.A.  
(If Applicable)

APPROVED BY PURCHASING  
(If Applicable)

\_\_\_\_\_  
County Engineer

\_\_\_\_\_  
Assistant District Attorney

\_\_\_\_\_  
Purchasing Agent

NOTE: A COMMISSIONER MUST APPROVE ALL **EMERGENCY REQUESTS**  
FOR ANY ITEM SUBMITTED AFTER THE DEADLINE  
(THE DEADLINE IS 9:00AM ONE WEEK PRIOR TO THE DATE THAT THE AGENDA IS TO BE POSTED)

DATE OF REQUEST:

\_\_\_\_\_

BY:

\_\_\_\_\_  
(Person Submitting or Requesting Emergency Request)

DATE OF APPROVAL:

\_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
COUNTY COMMISSIONER

Number of ORIGINAL DOCUMENTS you have attached: 1. NOTE: The County Clerk will keep one original and will return the remaining originals to you. If you provide only one original, the Board Secretaries will return one photocopy to you. However, if you have special circumstances that require the County Clerk to (check one): \_\_\_\_\_ keep more than one original; or \_\_\_\_\_ return all originals to you, please describe them for the County Clerk's consideration: \_\_\_\_\_

Special Instructions: Please return a signed copy to me. Thanks

EXHIBIT "A"

# PENDING APPROVAL

Transfer No. **T-9-10**

Transfer from: **Oklahoma County District 2** to **Facilities Management**

Requested By: **Brian Maughn, Commissioner District 2**

Verified By: **K.Young, Inventory Officer**

One (1) 1992 Chevrolet C2500 White ¾ ton Pickup Truck, old c/n DB301-00248, new c/n R301-00115, s/n 1GBGC24K1NE147617, acquired December 4, 1991, from Boyd Chevrolet, 5000 West Reno, Oklahoma City, Oklahoma 73127, for \$13,916.00.

**\*\*District 2 surplused this vehicle to be sold at the Department of Central Services Auction Resolution No. 37-10, and is now transferring it to Facilities Management\*\***

APPROVED this \_\_\_\_\_ Day of \_\_\_\_\_, 2010

By the Board of County Commissioners of Oklahoma County

\_\_\_\_\_ Chairman

\_\_\_\_\_ Member

\_\_\_\_\_ Member

ATTEST:

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