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REQUISITION SHEET MUST BE ATTACHED
(Applies when agenda item requires a specific payment)

OKLAHOMA COUNTY
SPECIAL BUDGET BOARD OF OKLAHOMA COUNTY

AGENDA ITEM REQUEST SHEET

For the: November 12, 2009 Agenda
(Day of Meeting) (Date and Year of Meeting)

DEPT.: County Clerk's HR/Benefits Dept. BY: Carolynn Caudill, County Clerk EXT. 1865
(Department Requesting this item) (Contact person for this Item) (Contact's extension)

NAME OF FUND: Employee Benefits Fund 4010

AGENDA ITEM DESCRIPTION: Discussion and possible action for approval of fees in the amount of \$2,200.00 for the submission of the Retiree Drug Subsidy application, retiree data, and reconciliation for the Retiree Drug Subsidy. Requisition No. ¹¹⁰⁰³¹³⁵ has been issued from Employee Benefits Fund 4010 contingent upon encumbrance of funds. Requested by Carolynn Caudill, County Clerk and Secretary to the Board.

*↑
This item*

(ALL NECESSARY DOCUMENTATION MUST BE ATTACHED FOR APPROVAL)

APPROVED BY D.A.
(If Applicable)

APPROVED BY PURCHASING
(If Applicable)

Assistant District Attorney

Purchasing Agent

APPROVED BY MIS
(If Applicable)

APPROVED BY ENGINEER
(If Applicable)

MIS Director

County Engineer

Number of ORIGINAL DOCUMENTS you have attached: _____. **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: The County Clerk's Benefits department will provide confidential packets to all elected officials for this agenda item.

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MAA PRICING FOR RETIREE DRUG SUBSIDY

Prepared for:
Board of County Commissioners of Oklahoma County (OC4184)

Submission of Application for 2009	\$500.00
Monthly Eligibility Data Submission to RDS \$100 initial and \$100 per month (12 x \$100)	\$1,200.00
RDS Payment Reconciliation	\$500.00
Total Invoice	\$2,200.00

Please make check payable to:

Mutual Assurance Administrators, Inc.

3121 Quail Springs Parkway OKC, OK 73134



[P] 405.848.1975 [W] maa-tpa.com

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OKLAHOMA COUNTY

Printed Requisitions Report

Report Date: 09-NOV-2009 16:06
Page: 2 of 2

Requisition: 11003135
Requisition Type: Purchase Requisition
Creation Date: 09-NOV-09
Description: Miscellaneous services
Note To Approver:
Notes:

Preparer: Holt, Bradford C
Approver: Ellis, Becky A
Currency: USD

Line	Type	Item	Rev Category	Description	Unit	Quantity/Amount	Unit Price	Line Amount
1	Service	947-00-000	SERVICE-MISCE	Services for the	Each	1.00	2200	2,200.00
		Holt, Bradford C	Supplier	Retiree Drug Subsidy				
		09-NOV-09		Application, retiree				
				data, and				
				reconciliation of the				
				RDS.				

Distributions: 1 Allocated To Account: 4010.0001.54529.2010.00000.0000.0000

Justification:
Note To Approver:
Notes:

Total: 2,200.00

Previous Approvals:

Sequence Date	Approver	Action	Note
0 09-NOV-09	Holt, Bradford C	Reserve	
1 09-NOV-09	Holt, Bradford C	Submit	
2 09-NOV-09	Holt, Bradford C	Forward	
3 09-NOV-09	Ellis, Becky A	Approve	

Approval Action (Circle One):

Approve Forward Reject

Forward To:

Note:

Signature: