

PENDING APPROVAL

**PUBLIC BUILDING AUTHORITY
PROPER PURCHASING PROCEDURES NOT FOLLOWED
MEETING DATE: July 21 2010**

INVOICE DATE BEFORE PO DATE:

<u>FUND</u>	<u>REQUISITIONING OFFICER</u>	<u>PO#</u>	<u>VENDOR NAME</u>	<u>JUSTIFICATION</u>	<u>AMOUNT</u>
7030	Kelli Green	21101131	The Beckman Company	Invoice was delivered on 7-13-10 to be encumbered. Did not know how much until we received invoice.	\$16,389.00
7030	Kelli Green	21101130	The Beckman Company	Invoice was delivered on 7-13-10 to be encumbered. Did not know how much until we received invoice.	\$4,141.00
7030	Sandy McKenzie	21101125	The Beckman Company	Insurance premium not known in advance. Must wait to receive annual invoice.	\$6,742.50
7030	Sandy McKenzie	21101127	The Beckman Company	Insurance premium not known in advance. Must wait to receive annual invoice.	\$5,591.50

4 PO's were stamped Improper due to the 09/10 budget not available prior to invoicing.

8 Total Improper
36 Total Claims Processed

22.2% Improper

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PUBLIC BUILDING AUTHORITY

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OKLAHOMA COUNTY

July 21, 2010

We, the undersigned Governing Board of Oklahoma County Public Building Authority jointly approve the following Purchase Orders and Authorized Checks issued covering same:

2011 Budget Year

Fund -7030 PBA Enterprise

Check Number	Purpose	Check Amount	Vendor
703013901	Maintenance & Ops.	\$332.65	CITY OF OKC
703013902	Maintenance & Ops.	\$850.00	KONE INC
703013903	Maintenance & Ops.	\$680.00	METRO PARKING GARAGE
703013904	Maintenance & Ops.	\$6,175.97	OKLAHOMA GAS & ELECTRIC CO
703013905	Maintenance & Ops.	\$50.76	STANLEY CONVERGENT SECURITY SOLUTIONS INC
703013906	Maintenance & Ops.	\$32,864.00	THE BECKMAN COMPANY
703013907	Maintenance & Ops.	\$418.00	WASTE MANAGEMENT OF OKLAHOMA CITY INC

2010 Budget Year

Fund -7030 PBA Enterprise

Check Number	Purpose	Check Amount	Vendor
703013473	Capital Outlay	\$907.10	A & B RENT ALL INC
703013474	Maintenance & Ops.	\$338.25	BOARD OF CO COMMISSIONERS
703013475	Maintenance & Ops.	\$92.00	CENTRAL GLASS & MIRROR INC
703013476	Capital Outlay	\$1,321.36	DELL INC MARKETING LP
703013477	Maintenance & Ops.	\$250.00	FIX IT INC
703013478	Maintenance & Ops.	\$304.28	GRAYBAR ELECTRIC CO INC
703013479	Maintenance & Ops.	\$644.20	HOME DEPOT USA INC DBA THE HOME DEPOT
703013480	Maintenance & Ops.	\$208.34	LANDRETH & ASSOCIATES CPA'S PC
703013481	Maintenance & Ops.	\$687.79	OFFICE DEPOT INC
703013482	Maintenance & Ops.	\$4,445.50	OKLAHOMA COUNTY SHERIFF OFFICE
703013483	Maintenance & Ops.	\$154.00	PEACHTREE BUSINESS PRODUCTS
703013484	Maintenance & Ops.	\$87.79	ROGER'S SAFE & LOCK LLC
703013485	Capital Outlay	\$57.71	STANDLEY SYSTEMS INC
703013486	Maintenance & Ops.	\$17.61	STANDLEY SYSTEMS INC
703013487	Maintenance & Ops.	\$260.00	VOSS ELECTRIC CO DBA VOSS LIGHTING
703013488	Maintenance & Ops.	\$185.14	W W GRAINGER INC DBA GRAINGER PARTS OPERATIONS
703013489	Maintenance & Ops.	\$520.21	WESTQUIP INC

We hereby authorize the County Clerk to affix our facsimile signatures on the above Purchase Orders at Oklahoma City, Oklahoma this 21 th Day of July , 2010

FACSIMILE SIGNATURES AFFIXED:

ATTEST:

Public Building Authority Trustees

Carolynn Caudill, County Clerk

Chairman

Member

Deputy

Member

TOTAL INVOICES ENTERED FOR THE MEETING DATE JULY 21, 2010 - 36

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OKLAHOMA COUNTY

July 21, 2010

Check Amount Purpose Vendor

2011 Fund - 7030 PBA Enterprise

Check # 703013901 \$332.65 CITY OF OKC

PO# 21101090

Center - 2803 2803

332.65 WATER, GARBAGE

Check # 703013902 \$850.00 KONE INC

PO# 21100919 159-10

Center - 3300 3300

420.00 cw08013 elevator service

PO# 21100949 159-10

Center - 3400 3400

430.00 elevator service

Check # 703013903 \$680.00 METRO PARKING GARAGE

PO# 21100898 159-10

Center - 3300 3300

680.00 noc employee parking

Check # 703013904 \$6,175.97 OKLAHOMA GAS & ELECTRIC CO

PO# 21101118

Center - 2803 2803

6,175.97 ELECTRIC SERVICE

Check # 703013905 \$50.76 STANLEY CONVERGENT SECURITY SOLUTIONS INC

PO# 21100915 159-10

Center - 3300 3300

50.76 noc alarm service

Check # 703013906 \$32,864.00 THE BECKMAN COMPANY

PO# 21101125

Center - 2803 2803

1,808.50 INSURANCE-LIABILITY

4,934.00 INSURANCE-PROPERTY

PO# 21101127

Center - 3400 3400

1,394.50 INSURANCE-LIABILITY

4,197.00 INSURANCE-PROPERTY

PO# 21101130

Center - 3300 3300

4,141.00 INSURANCE-LIABILITY

PO# 21101131

Center - 3300 3300

16,389.00 INSURANCE-PROPERTY

Check # 703013907 \$418.00 WASTE MANAGEMENT OF OKLAHOMA CITY INC

PO# 21100870 159-10

Center - 2803 2803

190.00 trash service for Lincoln

PO# 21100946 159-10

Center - 3400 3400

228.00 trash service for ICB

2010 Fund - 7030 PBA Enterprise

Check # 703013473 \$907.10 A & B RENT ALL INC

PO# 21008365

Center - 3300 3300

50.00 FREIGHT

186.10 HOSES, ALL TYPES

671.00 PUMP-SUBMERSIBLE

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OKLAHOMA COUNTY

July 21, 2010

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2010 Fund - 7030 PBA Enterprise

Check # 703013474 \$338.25 BOARD OF CO COMMISSIONERS
PO# 21000605 Resolution # 213-09
Center - 3300 3300
338.25 noc postage

Check # 703013475 \$92.00 CENTRAL GLASS & MIRROR INC
PO# 21007140
Center - 2803 2803
92.00 repair glass

Check # 703013476 \$1,321.36 DELL INC MARKETING LP
PO# 21008352
Center - 3300 3300
1,321.36 COMPUTER SYSTEMS

Check # 703013477 \$250.00 FIX IT INC
PO# 21007815
Center - 3300 3300
250.00 BUILDING MAINTENANCE SERVICE & REPAIR

Check # 703013478 \$304.28 GRAYBAR ELECTRIC CO INC
PO# 21002951 # 284-09
Center - 3400 3400
304.28 misc elect supplies

Check # 703013479 \$644.20 HOME DEPOT USA INC DBA THE HOME DEPOT
PO# 21000754 217-09
Center - 2803 2803
644.20 misc supplies

Check # 703013480 \$208.34 LANDRETH & ASSOCIATES CPA'S PC
PO# 21001361 Resolution # 224-09
Center - 2803 2803
104.17 audit
PO# 21001365 Resolution # 224-09
Center - 3400 3400
104.17 audit

Check # 703013481 \$687.79 OFFICE DEPOT INC
PO# 21007915 #140-10
Center - 3300 3300
112.54 NACO office supplies
PO# 21008292
Center - 3300 3300
340.20 utility shelf
PO# 21008293
Center - 3300 3300
169.36 Foot Support
65.69 footrest

Check # 703013482 \$4,445.50 OKLAHOMA COUNTY SHERIFF OFFICE
PO# 21007589
Center - 3300 3300
4,445.50 PROFESSIONAL SERVICE

Check # 703013483 \$154.00 PEACHTREE BUSINESS PRODUCTS
PO# 21008342
Center - 3300 3300
118.00 BARRICADES, FENCES, TAPE, MISC.

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OKLAHOMA COUNTY

July 21, 2010

Check Amount Purpose Vendor

2010	Fund - 7030	PBA Enterprise			
Check # 703013483			\$154.00	PEACHTREE BUSINESS PRODUCTS	
PO# 21008348					
Center - 3300	3300				
			36.00	BARRICADES, FENCES, TAPE, MISC.	
Check # 703013484			\$87.79	ROGER'S SAFE & LOCK LLC	
PO# 21000749		217-09			
Center - 2803	2803				
			87.79	locksmith services	
Check # 703013485			\$57.71	STANDLEY SYSTEMS INC	
PO# 21005538		#26-10			
Center - 3300	3300				
			57.71	SW 7071 copier Savin 9021d lease	
Check # 703013486			\$17.61	STANDLEY SYSTEMS INC	
PO# 21006233					
Center - 3300	3300				
			17.61	COPYING MACHINES, MAINT/REPAIR	
Check # 703013487			\$260.00	VOSS ELECTRIC CO DBA VOSS LIGHTING	
PO# 21008076					
Center - 2803	2803				
			260.00	LAMPS, LIGHT BULBS, ALL TYPES	
Check # 703013488			\$185.14	W W GRAINGER INC DBA GRAINGER PARTS OPERATIONS	
PO# 21001359		Resolution # 224-09			
Center - 2803	2803				
			185.14	misc supplies	
Check # 703013489			\$520.21	WESTQUIP INC	
PO# 21008301					
Center - 3300	3300				
			369.60	AIR FILTERS, ALL TYPES	
			150.61	SWEEPERS AND BROOMS, ALL TYPES	

TOTAL INVOICES ENTERED FOR THE MEETING DATE JULY 21, 2010 - 36