

**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, June 18, 2025 Agenda  
(Day of Meeting) (Date and Year of Meeting)

DEPT.: \_\_\_\_\_ County Clerk \_\_\_\_\_ BY: \_\_\_\_\_ Amber Harris \_\_\_\_\_ EXT. \_\_\_\_\_ 1526 \_\_\_\_\_  
(Department requesting this item) (Contact person for this Item) (Contact's extension)

NAME OF FUND: IT

AGENDA ITEM DESCRIPTION: Discussion and Possible action regarding Resolution No. 2025-2363, transferring equipment from the inventory of the Oklahoma County IT Dept. to Oklahoma County District #2. Requested by Amber Harris, County Clerk's 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 1 signed copy to me. Thanks

**Transfer No. T-5-25**  
**Resolution No. 2025-2363**

Transfer from: **IT to District #2**

Requested By: **IT**

Verified By: Amber Harris, Fixed Asset Administrator

One (1) Dell Optiplex 3000 SFF PC, old c/n DP250-00345, new c/n DB250-00228, s/n 37XHP3, acquired 04/08/2025 from Dell Marketing LP, One Dell Way, Round Rock, TX 78682 for \$724.01

APPROVED this \_\_\_\_\_ Day of \_\_\_\_\_, 2025

By the Board of County Commissioners of Oklahoma County

\_\_\_\_\_ Chairman

\_\_\_\_\_ Member

\_\_\_\_\_ Member

ATTEST:

— \_\_\_\_\_

Maressa Treat, Oklahoma County Clerk