

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: County Clerk

AGENDA ITEM DESCRIPTION: Discussion and Possible action regarding Resolution No. 2025-2366, transferring equipment from the inventory of the Oklahoma County Clerk to the Oklahoma County Court Clerk. 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. 2025-2366

Transfer from: **County Clerk to Court Clerk**

Requested By: **County Clerk**

Verified By: **Amber Harris, Fixed Asset Administrator**

One (1) Bush Somerset 60” L Shaped Desk w/ Hutch, old c/n F105-00206, new c/n J105-00210 acquired 10/31/23 from Staples, PO Box 660409, Dallas, TX 75266 for \$1,097.48

One (1) Workstation Desk, old c/n F111-00015, new c/n J105-00211 acquired 09/30/2000 from Copelins Office Center, 425 W. Main, Norman, OK 73069 for \$1,433.60

One (1) Global Station, old c/n F105-00149, new c/n J105-00212 acquired 08/24/2005 from Scott Rice Co., PO Box 662050, Dallas, TX 75266 for \$2,168.49

One (1) Workstation w/ Back Divider Panels, old c/n F105-00163, new J105-00213 acquired 05/23/2011 from Affordable Interior Systems, 1001 Enterprise Ave., Suite 17, Oklahoma City, OK 73128 for \$1,493.22

One (1) Customer Workstation, old c/n F105-00162, new c/n J105-00214 acquired 06/30/2010 from Affordable Interior Systems, 1001 Enterprise Ave., Suite 17, Oklahoma City, OK 73128 for \$2,083.04

APPROVED this _____ Day of _____, 2025

By the Board of County Commissioners of Oklahoma County

_____ Chairman

_____ Member

_____ Member

ATTEST:

— _____

Maressa Treat, Oklahoma County Clerk