CONTRACT FOR SERVICES

By and Between
Oklahoma County Public Buildings Authority Board of Trustees
And
dwg, inc.

This agreement is made and entered into this 19th day of December 2025, by Oklahoma County Public Buildings Authority, hereinafter referred to as Client, and dwg, inc, hereinafter referred to as dwg, inc.

Now, therefore, in consideration of the mutual promises contained herein, the parties agree as follows:

I. SERVICES

dwg, inc. will Audit the financial statements of the business-type activities of the Oklahoma County Public Buildings Authority (OCPBA), a discretely presented component unit of Oklahoma County as of and for the year ended June 30, 2025, and the notes to the financial statements. Our audit will be conducted with the objective of not expressing an opinion on the financial statements of OCPBA.

Accounting standards generally accepted in the United States require that required supplementary information (RSI), such as management's discussion and analysis (MD&A), be presented to supplement OCPBA's basic financial statements. Such information, although not a part of the basic financial statements, is required by is required by the Government Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational economic or historical context. As part of our engagement, we will apply certain limited procedures to OCPBA's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited.

1. Management's discussion and analysis.

Auditor Responsibilities

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and, if applicable, in accordance with any state or regulatory audit requirements. Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An

audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America and, if applicable, in accordance with any state or regulatory audit requirements. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of OCBPA's basic financial statements. Our report will be addressed to the board of trustees of OCBPA. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on

internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of OCPBA's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the provisions the Uniform Guidance; and will include tests of accounting records, a determination of major programs in accordance the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management Responsibilities

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

 For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;

- 2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error:
- For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received, including federal awards and funding increments received prior to December 26, 2014 (if any), and those received in accordance with the Uniform Guidance (generally received after December 26, 2014);
- 4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
- For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance requirements;
- 6. For the design, implementation, and maintenance of internal control over federal awards;
- 7. For establishing and maintaining effective internal control over federal awards that provides reasonable assurance that the nonfederal entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards:
- 8. For identifying and ensuring that the entity complies with federal statutes, regulations, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
- 9. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
- 10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
- 11. For taking prompt action when instances of noncompliance are identified;
- 12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
- 13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
- 14. For submitting the reporting package and data collection form to the appropriate parties;
- 15. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
- 16. To provide us with:
 - Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
 - Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

- 17. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- 18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- 19. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
- 20. For the accuracy and completeness of all information provided;
- 21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
- 22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the supplementary information and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule of expenditures of federal awards will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and those charged with governance, written confirmation concerning representations made to us in connection with the audit, including your understanding of your responsibilities as defined in this letter to us in your management representation letter.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

At the conclusion of our audit engagement, we will communicate to the Board of Directors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices.
- Significant difficulties, if any, encountered during the audit.
- Uncorrected misstatements, other than those we believe are trivial, if any.
- Disagreements with management, if any.
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process.
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.
- Representations we requested from management.
- Management's consultation with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

dwg, inc will present the audit to the OCPBA board at an agreed upon meeting no later than November 2026.

dwg inc will provide those services as outlined above.

II. TIMETABLE

It is anticipated that all work will commence on January 31, 2026, and will be completed by April 30, 2026.

III. PAYMENT

In consideration for the services rendered by dwg, inc pursuant to this agreement, Client agrees to pay **\$16,250.00**, a fixed fee upon completion.

Client agrees that no payment shall be withheld due to delays in the delivery of the aforementioned services when such delays are due to Client's inability or failure to meet with dwg, inc at previously agreed upon dates and times. Further, the client agrees that no payment shall be withheld due to delays of the client in providing information necessary to develop said deliverables.

IV. MODIFICATION

The Client and dwg, inc, may, by mutual agreement, modify this Contract. Any modification must be in writing and must be signed by the Contractor's principal agent and the Client's designate.

V. GENERAL TERMS AND CONDITIONS

No alteration or variation of this Contract and no understandings or agreements not incorporated herein, unless made in writing between the parties hereto, shall be binding.

The parties hereby agree that no person shall, on the grounds of race, color, creed, national origin, religion, disability, or sex, be excluded from or denied participation in, or otherwise subjected to discrimination under any activity performed pursuant to this Contract.

VI. CANCELLATION

Upon written notice, the Client and dwg, inc shall have the right to terminate this Contract at any time before the date of completion.

In the event that the Client terminates this agreement, dwg, inc shall be paid for work performed to the satisfaction of contractual requirements and related expenses incurred prior to termination, as described in Section III (PAYMENT) above.

VII. CONTRACTOR EMPLOYEES

In performance of this Contract, dwg, inc and any agent or employee of dwg, inc shall act in an independent capacity and not as an officer or employee or agent of the Client, nor shall any party be covered under the Client's personnel rules and regulations. The Client shall have no responsibility for deductions for or contributions to Social Security, unemployment insurance, or any other benefits nor shall income tax be withheld.

VIII. PROJECT MANAGER

David W. Gandall, CFE, CPA, 1912 N. Drexel Blvd., Oklahoma City, OK 73107, Tel: 405-949-0189 / Fax: 405-949-1189 of dwg, inc shall act as Project Manager.

Chantel Boso, Chief Finance Officer, 320 Robert S Kerr, Oklahoma City, OK 73102 of Oklahoma County Clerk's Office shall serve as point of contact for the Client.

IX. LEGAL REQUIREMENTS

It is agreed that for the duration of this agreement, dwg, inc and Client will comply with all applicable laws and regulations of the state of Oklahoma and the federal government, including but not limited to, the Equal Employment Opportunity Act, the Occupational Safety and Health Act and audit requirements.

ACCEPTED BY BOARD OF COUNTY COMMISSIONERS OF OKLAHOMA COUNTY, OKLAHOMA

ACCEPTED BY CONTRACTOR:

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Chairman	
Member	David W. Gandall
	 dwg, inc
Member	4040 N. Duarral Direct
	Oklahoma City, OK 73107
Date	
ATTEST:	
County Clerk	
(SEAL)	
Reviewed as to Form and Legality:	
District Attorney Date	



Requisition 12604150-00 FY 2026 Bill To

OK CO FACILITIES MANAGEMENT

22603858

321 PARK AVENUE, ROOM 413

Acct No: 70395400-54452

Ship To

OKLAHOMA CITY, OK

Review:

73102

Buyer: 6065mamegdet

|Status: Converted

Page 1

Vendor

DWG INC 1912 N DREXEL BLVD OK CO FACILITIES MANAGEMENT 321 PARK AVENUE, ROOM 413

OKLAHOMA CITY, OK 73102

OKLAHOMA CITY, OK 73107

Te1#603-3283 Fax 722-3283

Deliver To

OK CO FACILITIES MANAGEMENT 321 PARK AVENUE, ROOM 413

OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	 Terms	 Department	
12/19/25	000765				Lincoln Prop	erty
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Requisition Link

Requisition Total

1300.00

**** General Ledger Summary Section ****

Amount Remaining Budget Account 70395400-54452 1300.00 41609.68 PBA-Lincoln Property Prof Services-Auditing & Acctg

**** Approval/Conversion Info ****

Activity Date clerk 12/19/25 12/19/25 Auto approved by: 6065ccdebmcd Auto approved by: 6065ccdebmcd Approved Albert Rodriguez Brooke Smith Approved

Approved 12/19/25 Deborah McDonald



Bill To Requisition 12604150-00 FY 2026

OK CO FACILITIES MANAGEMENT 321 PARK AVENUE, ROOM 413

Acct No: 70395400-54452

OKLAHOMA CITY, OK

Review: 73102

Buyer: 6065mamegdet

Status: Converted

Page 2

Vendor DWG INC

1912 N DREXEL BLVD

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OKLAHOMA CITY, OK 73102

OKLAHOMA CITY, OK 73107

Te1#603-3283 Fax 722-3283

Deliver To

OK CO FACILITIES MANAGEMENT 321 PARK AVENUE, ROOM 413

OKLAHOMA CITY, OK 73102

Date	Vendor	Date	Ship		
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12/19/25	000765				Lincoln Property

LN Description	n / Account	
Approved	12/19/25	Chantel Boso
Approved	12/19/25	Chantel Boso
Approved	12/19/25	Ashley Franklin
Approved	12/19/25	Ashley McMichael
Approved	12/19/25	Lauren Adkison
Approved	12/19/25	Long Tran

Unit Price Qty Net Price Auto approved by: 6065ccdebmcd Auto approved by: 6065pulontra Auto approved by: 6065pulontra Auto approved by: 6065pulontra Auto approved by: 6065pulontra

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METRO PARKING

Requisition 12604149-00 FY 2026 22603857

321 ROBERT S. KERR

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Vendor DWG INC Ship To

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METRO PARKING 321 ROBERT S. KERR

OKLAHOMA CITY, OK 73102

OKLAHOMA CITY, OK 73107

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321 ROBERT S. KERR

OKLAHOMA CITY, OK 73102

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12/19/25	000765				Metro Parking Ga	arage
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Ship To METRO PARKING 321 ROBERT S. KERR OKLAHOMA CITY, OK 73102

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Requisition Link

Requisition Total

11862.50

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***** General Ledger Summary Section *****
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Account 70395410-54452

Amount Remaining Budget 11862.50 70255.39

Prof Services-Auditing & Acctg Metro Parking Garage

**** Approval/Conversion Info ****

Activity Date clerk Comment

12/19/25 12/19/25 Auto approved by: 6065ccdebmcd Auto approved by: 6065ccdebmcd Albert Rodriguez Approved Brooke Smith Approved

Deborah McDonald Approved 12/19/25

Maria Pinley Approved 12/19/25 Auto approved by: 6065ccdebmcd Approved 12/19/25 Auto approved by: 6065ccdebmcd Sheena McGrady



Bill To

METRO PARKING

321 ROBERT S. KERR

OKLAHOMA CITY, OK

73102

Requisition 12604149-00 FY 2026

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Net Price

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OKLAHOMA CITY, OK 73107

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METRO PARKING

321 ROBERT S. KERR

OKLAHOMA CITY, OK 73102

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OKLAHOMA CITY, OK 73102

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Unit Price

Auto approved by: 6065ccdebmcd

Auto approved by: 6065pulontra



Requisition 12604151-00 FY 2026 Bill To

OK CO FACILITIES MANAGEMENT 321 PARK AVENUE, ROOM 413

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Page 1

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DWG INC 1912 N DREXEL BLVD

OKLAHOMA CITY, OK

OK CO FACILITIES MANAGEMENT

321 PARK AVENUE, ROOM 413

OKLAHOMA CITY, OK 73102

OKLAHOMA CITY, OK 73107

Te1#603-3283 Fax 722-3283

Deliver To

OK CO FACILITIES MANAGEMENT 321 PARK AVENUE, ROOM 413

OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	 Terms	 Department	
12/19/25	000765				Investor's Capital	Building
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1 70395420-54452 1137.50

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Requisition Link

Requisition Total

1137.50

***** General Ledger Summary Section ***** Account 70395420-54452

Amount Remaining Budget 1137.50 28399.96

Investor's Capital Building Prof Services-Auditing & Acctg

**** Approval/Conversion Info ****

Activity Date clerk Comment

12/19/25 12/19/25 Auto approved by: 6065ccdebmcd Auto approved by: 6065ccdebmcd Approved Albert Rodriguez Brooke Smith Approved Approved 12/19/25 Deborah McDonald



Page 2

Bill To

OK CO FACILITIES MANAGEMENT 321 PARK AVENUE, ROOM 413

Requisition 12604151-00 FY 2026 22603859

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DWG INC 1912 N DREXEL BLVD

OKLAHOMA CITY, OK

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OK CO FACILITIES MANAGEMENT 321 PARK AVENUE, ROOM 413

OKLAHOMA CITY, OK 73102

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OK CO FACILITIES MANAGEMENT

Requisition 12604152-00 FY 2026 22603860

321 PARK AVENUE, ROOM 413 Acct No:

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OKLAHOMA CITY, OK

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Buyer: 6065mamegdet

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DWG INC OK CO FACILITIES MANAGEMENT 1912 N DREXEL BLVD

321 PARK AVENUE, ROOM 413

OKLAHOMA CITY, OK 73102

OKLAHOMA CITY, OK 73107

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OK CO FACILITIES MANAGEMENT 321 PARK AVENUE, ROOM 413

OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	 Terms	 Department	
12/19/25	000765				Social Services	s Building
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001 noc aud	itor fees			1.00 FACE		812.50

1 70395425-54452 812.50

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Requisition Link

Requisition Total

812.50

***** General Ledger Summary Section *****

Amount Remaining Budget Account 70395425-54452 812.50 27742.59

Social Services Building Prof Services-Auditing & Acctg

**** Approval/Conversion Info ****

Activity Date clerk Comment 12/19/25 12/19/25 Auto approved by: 6065ccdebmcd Auto approved by: 6065ccdebmcd Albert Rodriguez Approved Brooke Smith Approved Approved 12/19/25 Deborah McDonald



Bill To Requisition 12604152-00 FY 2026

OK CO FACILITIES MANAGEMENT

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Acct No: 70395425-54452

OKLAHOMA CITY, OK

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Vendor DWG INC

1912 N DREXEL BLVD

Ship To

OK CO FACILITIES MANAGEMENT 321 PARK AVENUE, ROOM 413

OKLAHOMA CITY, OK 73102

OKLAHOMA CITY, OK 73107

Approved 12/19/25

Approved 12/19/25

Te1#603-3283 Fax 722-3283

Deliver To

OK CO FACILITIES MANAGEMENT 321 PARK AVENUE, ROOM 413

Auto approved by: 6065pulontra

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OK CO FACILITIES MANAGEMENT

Requisition 12604153-00 FY 2026

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OKLAHOMA CITY, OK 73102

Buyer: 6065mamegdet

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DWG INC

OK CO FACILITIES MANAGEMENT

1912 N DREXEL BLVD 321 PARK AVENUE, ROOM 413

OKLAHOMA CITY, OK 73102

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OK CO FACILITIES MANAGEMENT 321 PARK AVENUE, ROOM 413

OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	 Terms	 Department	
12/19/25	000765				Krowse Center	
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Requisition Link

Requisition Total

1137.50

***** General Ledger Summary Section *****

Amount Remaining Budget Account 70395430-54452 1137.50 40265.32 Prof Services-Auditing & Acctg Krowse Center

**** Approval/Conversion Info ****

Activity Date clerk 12/19/25 12/19/25 Auto approved by: 6065ccdebmcd Auto approved by: 6065ccdebmcd Albert Rodriguez Approved Brooke Smith Approved Approved 12/19/25 Deborah McDonald



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Auto approved by: 6065pulontra

Vendor DWG INC

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1912 N DREXEL BLVD

OKLAHOMA CITY, OK

Ship To

OK CO FACILITIES MANAGEMENT 321 PARK AVENUE, ROOM 413

OKLAHOMA CITY, OK 73102

OKLAHOMA CITY, OK 73107

Tel#603-3283 Fax 722-3283

Approved

Approved 12/19/25

12/19/25

Deliver To

OK CO FACILITIES MANAGEMENT 321 PARK AVENUE, ROOM 413

OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Dat Number Rec		 Terms	 Dep	oartment	
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Approved Approved	on / Account 12/19/25 12/19/25 12/19/25 12/19/25 12/19/25	Chantel Boso Chantel Boso Ashley Franklin Ashley McMichae	1	Auto Auto	approved by: approved by:	6065pulontra 6065pulontra

Lauren Adkison

Long Tran