

**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, November 13, 2024 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: Social Services

AGENDA ITEM DESCRIPTION: Discussion and Possible action regarding Resolution No. 2024-5025, transferring equipment from the inventory of Oklahoma County Social Services to the Oklahoma County Treasurer.

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(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-8-24**  
Resolution No. 2024-5025

Transfer from: **Social Services to Treasurer**

Requested By: **Social Services**

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

One (1) 1993 Chevrolet Pickup Truck, c/n Q301-00001, s/n GBHC34K5RE117438, acquired 09/21/1993 from a vendor not on record for \$13,907.75

APPROVED this \_\_\_\_\_ Day of \_\_\_\_\_, 2024

By the Board of County Commissioners of Oklahoma County

\_\_\_\_\_ Chairman

\_\_\_\_\_ Member

\_\_\_\_\_ Member

ATTEST:

\_\_\_\_\_

Maressa Treat, Oklahoma County Clerk