

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 25, 2025 Agenda

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

NAME OF FUND: Assessor

AGENDA ITEM DESCRIPTION: Discussion and possible action regarding Resolution No. 2025-2471, disposing of equipment from the inventory of the Oklahoma County Assessor. These items are obsolete and were traded in to the vendor. With the requested approval, they will be removed from inventory in accordance with the provisions set forth in Title 19 Section 421. 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 a signed copy to me. Thanks

RESOLUTION No. 2025-2471
FOR DISPOSING OF EQUIPMENT

SA&I 397 (2000)

Assessor

WHEREAS, In compliance with Title 19 Okl.St.Ann. § 339 and 19 Okl.St.Ann. § 421, the Board of County Commissioners of Oklahoma County, Oklahoma, are required, and have power to make all orders respecting the property of the county, and to do and perform such other duties and acts as may be required by law, and

WHEREAS, The Board of County Commissioners of Oklahoma County, Oklahoma, has under its management and control one item(s) of equipment described as follows: **See attached**

Serial Number: **See attached**
Date Acquired: **See attached**
Name and Address from who acquired: **See attached**
Cost price when acquired: **See attached**
Contract price if acquired under lease-rental agreement: **See attached**
Name and address of the person or Firm to whom property transferred: **See attached**
Price received therefore: **See attached**

AND, upon proper and careful consideration, find that the above equipment is obsolete, and not economical to use in road repair, maintenance or construction, and that the use of said equipment would require an expense that would not be justified for future use.

THEREFORE, after due consideration, and deeming it to be for the best interest of Oklahoma County, the Board of County Commissioners hereby orders the above described property as **Trade-In**, and that the title to the same be transferred by the Chairman of the Board of County Commissioners upon receipt of the above amount by the County Treasurer.

Passed and approved in regular session this _____ day of _____, 2025.

BOARD OF COUNTY COMMISSIONERS
OF OKLAHOMA COUNTY, OKLAHOMA

ATTEST:

_____ Maressa Treat, Oklahoma County Clerk	_____ _____ _____ Chairman Member Member
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Note: 19 Okl.St.Ann. § 421, requires that the above resolution or record be made within 30 days after the disposition of the property and entered on the inventory record.

Assessor

One (1) Ricoh C2500 Color Copier, c/n H213-00029, s/n 3099R600175, acquired 08/31/2019 from RK Black, Inc., 4000 NW 39th St., Oklahoma City, OK 73112 for \$1,038.72

One (1) Ricoh MP2555 Copier, c/n H213-00030, s/n C298B800039, acquired 08/31/2019 from RK Black, Inc., 4000 NW 39th St., Oklahoma City, OK 73112 for \$745.80

One (1) Ricoh MP2555SP Copier, c/n H213-00031, s/n C298B800021, acquired 08/31/2019 from RK Black, Inc., 4000 NW 39th St., Oklahoma City, OK 73112 for \$661.56

One (1) Ricoh IMC2500 Copier, c/n H213-00032, s/n 3099R600106, acquired 08/31/2019 from RK Black, Inc., 4000 NW 39th St., Oklahoma City, OK 73112 for \$1,108.32

One (1) Ricoh C2500 Color Copier, c/n H213-00033, s/n 3099R600006, acquired 08/31/2019 from RK Black, Inc., 4000 NW 39th St., Oklahoma City, OK 73112 for \$1,038.72