

PENDING APPROVAL

Transfer No. **T-8-11**

Transfer from: **Metro parking** to **Facilities Management**

Requested By: **Lynn Lerreet, Director, Metro parking**

Verified By: **Amber Harris, Oklahoma County Clerk's Office**

One (1) Brother Intellifax 1270 Fax Machine, C/N MP213-00004, S/N UF8296001, acquired 12/17/1998 from Corporate Express, address unknown for \$340.93

APPROVED this _____ Day of _____, 2010

2011

By the Board of County Commissioners of Oklahoma County

_____ Chairman

_____ Member

_____ Member

ATTEST:

Carolynn Caudill, Oklahoma County Clerk

PENDING APPROVAL

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, April 13, 2011 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: Metro Parking

AGENDA ITEM DESCRIPTION: Discussion and Possible action to approve Transfer of Equipment from the Inventory of Metro Parking to Facilities Management.

(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