

Resolution Number

DECLARATION OF SURPLUS

WHEREAS, in compliance with 19 O.S. §§ 339, & 421 thru 421.2, the Board of County Commissioners of Muskogee 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 Muskogee County, Oklahoma, has under its management and control the following described assets of the _____ office or department:

| Description | Inventory ID # Original Cost | Serial number Date Acquired |
|---|---------------------------------|--------------------------------|
| Executive Desk | C-105-48 | Transfer to Dist Court Clerk |
| Work station Desk w/3 drawers + door hutch | C-105-49 | Transfer to Dist Court Clerk |
| Work station Desk w/5 drawers | C-105-50 | Transfer to Dist Court Clerk |
| | | |
| | | |
| | | |
| | | |

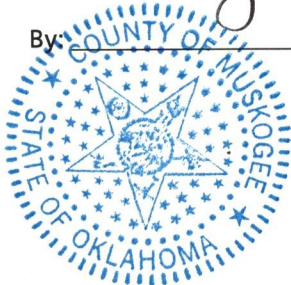
Signature of officer requesting declaration of surplus: _____

AND, upon proper and careful consideration, find that the above equipment is obsolete and not economical to continue to use for county purposes.

The Board further directs that in accordance with 62 O.S. § 335, proceeds collected from the disposal of said property be deposited into the _____ Fund, which is the fund from which said property was purchased.

Passed and approved in open meeting this 23 day of Aug, 2021

ATTEST: [Signature] County Clerk [Signature] County, Oklahoma



By: _____ Deputy

Chairman [Signature]
 Member [Signature]
 Member _____

RECORD OF TOOLS, APPARATUS, MACHINERY AND EQUIPMENT

Code No. C-105-49

OFFICE OR DEPT. OF Muskogee Co. Treasurer : COUNTY OF Muskogee

Julpa

S.A.&I. No. 3511

RECORD OF ITEMS ACQUIRED

Schedule "A"

Name of Item Work Station Desk Trade Name _____

Description W/ 3 drawers + 4 Door Hutch

Item No. _____ Serial No. _____ Motor No. _____ Model No. _____

If acquired by purchase and County actually has title thereto, give following information:
 Date Acquired 2-1-2013 Cost \$ _____ Claim No. _____ Warrant No. _____

If County does not have title but is holding under lease or rental contract, give following information:
 Date of Contract _____ Purchase Price as Shown by Contract \$ _____ Monthly Rental \$ _____

Location on Date of Inventory S.W. Corner - Back office

Name of Vendor or Lessor Five Star Office Supply Address 1104 W. Broadway, muskogee

Remarks _____

Schedule "B"

RECORD OF ITEMS DISPOSED OF

Name of Item _____

Item No. _____ Serial No. _____ Motor No. _____

Indicate Whether Sold, Traded or Junked _____

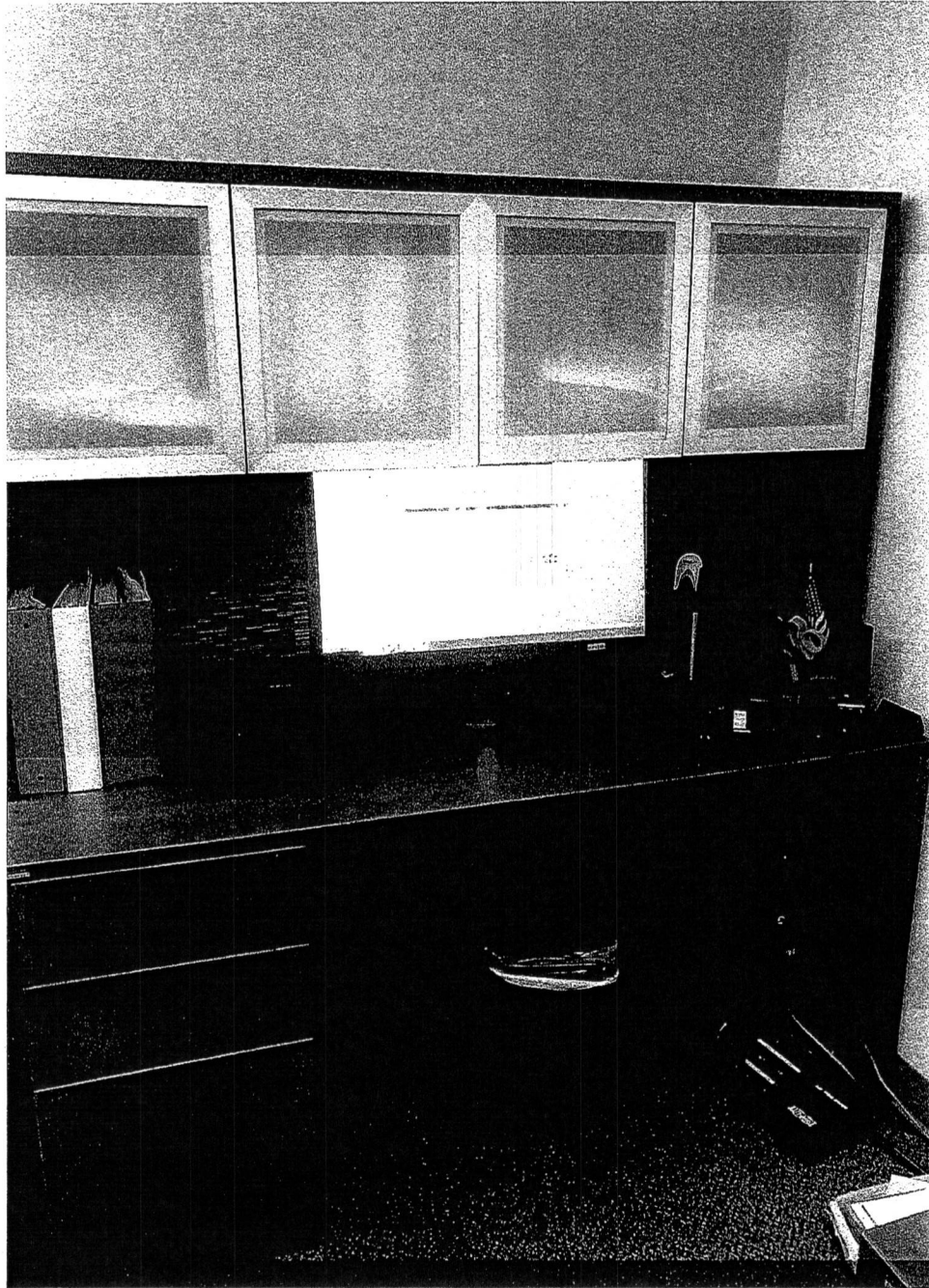
Amount received by Sale or Trade \$ _____ Date of Disposition _____

To Whom Sold or Traded _____ Address _____

Remarks _____

INSTRUCTIONS

When an item is acquired by purchase with no trade in, enter in Schedule "A". When an item is traded in on another item, enter the item so traded in Schedule "B" and the item acquired in Schedule "A". When an item is sold or junked, not traded in, enter in Schedule "B" and leave Schedule "A" blank. If the date of original acquisition is unknown, enter "on hand". If exact cost is unknown, enter estimated cost and indicate "Est."



RECORD OF TOOLS, APPARATUS, MACHINERY AND EQUIPMENT

Code No. C-105550

OFFICE OR DEPT. OF Muskogee Co. Treasurer

COUNTY OF Muskogee

Oulja

S.A.&I. No. 3511

RECORD OF ITEMS ACQUIRED

Name of Item work station desk Trade Name _____

Description 2/5 drawers

Item No. _____ Serial No. _____ Motor No. _____ Model No. _____

If acquired by purchase and County actually has title thereto, give following information:

Date Acquired 2-1-2013 Cost \$ _____ Claim No. _____ Warrant No. _____

If County does not have title but is holding under lease or rental contract, give following information:

Date of Contract _____ Purchase Price as Shown by Contract \$ _____ Monthly Rental \$ _____

Location on Date of Inventory SW Center - Back Office

Name of Vendor or Lessor Five Star Office Supply Address 1104 W. Broadway - Muskogee

Remarks _____

Schedule "A"

RECORD OF ITEMS DISPOSED OF

Name of Item _____

Item No. _____ Serial No. _____ Motor No. _____

Indicate Whether Sold, Traded or Junked _____

Amount received by Sale or Trade \$ _____ Date of Disposition _____

To Whom Sold or Traded _____ Address _____

Remarks _____

Schedule "B"

INSTRUCTIONS

When an Item is acquired by purchase with no trade in, enter in Schedule "A". When an Item is traded in on another item, enter the item so traded in Schedule "B" and the item acquired in Schedule "A". When an item is sold or junked, not traded in, enter in Schedule "B" and leave Schedule "A" blank. If the date of original acquisition is unknown, enter "on hand". If exact cost is unknown, enter estimated cost and indicate "Est."



RECORD OF TOOLS, APPARATUS, MACHINERY AND EQUIPMENT

Code No. C-105-48

OFFICE OR DEPT. OF Muskogee Co. Treasurer : COUNTY OF Muskogee

Okmulgee

S.A.&I. No. 3511

RECORD OF ITEMS ACQUIRED

Name of Item Executive Desk Trade Name _____

Description See Attachment

Item No. _____ Serial No. _____ Motor No. _____ Model No. _____

If acquired by purchase and County actually has title thereto, give following information:

Date Acquired 8-5-2019 Cost \$ _____ Claim No. _____ Warrant No. _____

If County does not have title but is holding under lease or rental contract, give following information:

Date of Contract _____ Purchase Price as Shown by Contract \$ 1,816.00 Monthly Rental \$ _____

Location on Date of Inventory Treasurer's Private Office

Name of Vendor or Lessor Five Star Office Supply Address _____

Remarks _____

Schedule "A"

RECORD OF ITEMS DISPOSED OF

Name of Item _____

Item No. _____ Serial No. _____ Motor No. _____

Indicate Whether Sold, Traded or Junked _____

Amount received by Sale or Trade \$ _____ Date of Disposition _____

To Whom Sold or Traded _____ Address _____

Remarks _____

Schedule "B"

INSTRUCTIONS

When an Item is acquired by purchase with no trade in, enter in Schedule "A". When an item is traded in on another item, enter the item so traded in Schedule "B" and the item acquired in Schedule "A". When an item is sold or junked, not traded in, enter in Schedule "B" and leave Schedule "A" blank. If the date of original acquisition is unknown, enter "on hand". If exact cost is unknown, enter estimated cost and indicate "Est."

