

[Empty box for Resolution Number]

Resolution Number

DECLARATION OF SURPLUS

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

| Description             | Inventory ID #<br>Original Cost | Serial number<br>Date Acquired |
|-------------------------|---------------------------------|--------------------------------|
| Office Desk w/ Credenza | D205-8<br>\$1977.95             | HON<br>2005                    |
| Office Desk w/ Credenza | N/A                             | N/A                            |
|                         |                                 |                                |
|                         |                                 |                                |
|                         |                                 |                                |
|                         |                                 |                                |
|                         |                                 |                                |

Signature of officer requesting declaration of surplus: Jenny Wright

AND, upon proper and careful consideration, find that the above equipment is obsolete and not economical to continue to use for county purposes.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 24<sup>th</sup> day of June, 2024

ATTEST: [Signature] County Clerk County, Oklahoma



By: [Signature] Deputy

Chairman [Signature]

Member [Signature]

Member [Signature]

# FIXED ASSET RECORD - PROPERTY AND EQUIPMENT

(Vehicles, Furniture, Equipment, Machinery, Radios, Electronics, Etc.)

County Muskogee  
Department District 3  
Inventory Officer Kenny Payne

Identification Number D205-8  
Account

### Record of Acquisition

Item OFFICE DESK W/TOP CREDENZA  
Trade Name HON  
Description  
Estimated Useful Life Year 2005

Serial Number TERRY  
Model Number

Vendor (or donor) PRESTIGE OFFICE SOLUTIONS Vendor Address 2320 W SHAWNEE MUSKOGEE, OK  
Date Acquired 05/11/2005  
Cost 1,977.95  
Purchase Order Number 5746/5887  
Warrant Number 2792/2832  
Location of Asset  
Federal Grant Funds used

Remarks Terry's Desk  
Federal Grant Number

### Lease-Purchase Assets or Leased (rented) Assets

Vendor  
Payment Contract with  
Date of contract  
Purchase Price  
Date of Final Payment  
 Lease- Purchase (title will transfer to the County upon final payment).  
 Leased/Rented (For tracking purposes only - full warranty leases and rented equipment are not to be include in total value of County owned fixed assets).

| Asset Disposition                             |  |
|---|--|
| Date Declared Surplus Disposition (check one) | Surplus Resolution #   |
| <input type="checkbox"/> Sold                 | <input type="checkbox"/> Traded <input checked="" type="checkbox"/> Junked <input type="checkbox"/> Other: |
| Date Sold or Traded                           | Date of Disposition  |
| Receipt Number                                | Disposition Resolution Number  |
| Sold or Traded to:                            | Amount   |
| Method of disposal (if declared junk)         | Vendor Address   |

Instructions: Fill in the applicable fields for fixed asset acquisitions and disposals