

Transfer of Funds

Muskogee County, Oklahoma

- Error Correction
- Adjustment to Disbursements
- Adjustment to Revenue
- Temporary Transfer (68 O.S. § 3021)
- Emergency Transportation Revolving Fund Loan (69 O.S. § 687.3)
- Residual Balance Transfer

Error Correction

Date Error Occurred (if applicable):	
Warrant number (if applicable):	
Miscellaneous Receipt Number (if applicable):	
Description of error or transfer:	
Temporary transfer of funds to County Court Clerk Payroll as state appropriations will not be apportioned prior to July 31, 2024, payroll. Upon apportionment of the state appropriations, the funds will be repaid to the original fund.	

	Amount
Transfer of funds from:	
1220-1-0600-1110	43,000.00
Total Transfers Out:	43,000.00
Transfer of funds to:	
1211-1-1400-1110	43,000.00
Total Transfers In:	43,000.00

Transfer Initiated by: *Robert Baywell*

Approved by: *Shelly Sumpter*

Date: 7/1/24

Corrected on Appropriation Ledger by (if applicable): *DeeDee King*

Date: 7/9/2024

Notification of error correction to the affected departments: _____
Signature of Department Head

Board of County Commissioner Approval (if applicable):

Kenneth W. Nap
Kenneth W. Nap

Excise Board or Budget Board (if applicable):

[Signature]
[Signature]
[Signature]

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County, Oklahoma

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Error Correction

Date Error Occurred (if applicable): _____
 Warrant number (if applicable): _____
 Miscellaneous Receipt Number (if applicable): _____
 Description of error or transfer: _____

	Amount
Transfer of funds from:	
0001-2-2700-1110 <i>PS</i>	3992.95
0001-2-2700-1310 <i>Travel</i>	1800.00
Total Transfers Out:	5792.95 0
Transfer of funds to:	
0001-2-2700-4110	3992.95
0001-2-2700-4110 <i>Cap</i>	1800.00
Total Transfers In:	5792.95 0



Transfer Initiated by: _____
 Approved by: _____
 Date: *6-20-24*

Corrected on Appropriation Ledger by (if applicable): *Reyn Irving*
 Date: *7/9/2024*

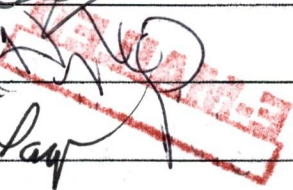
Notification of error correction to the affected departments: _____
Signature of Department Head

Board of County Commissioner Approval (if applicable):

Excise Board or Budget Board (if applicable):

Keith...

Kenneth...



E-MAILED

10/24 11:30a

Jeff
Harris
Gavin

Transfer of Funds

- Error Correction
- Adjustment to Disbursements
- Adjustment to Revenue
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- Emergency Transportation Revolving Fund Loan (69 O.S. § 687.3)
- Residual Balance Transfer

Error Correction

Date Error Occurred (if applicable):	
Warrant number (if applicable):	
Miscellaneous Receipt Number (if applicable):	
Description of error or transfer: Unable to balance fund # 7408 on MCT General Ledger for Tax Refunds with the Appropriation Ledger. transferring \$352.78 from Resale to cover outstanding checks and to balance fund going forward. Previously transferred amount but it was short \$352.78.	

	Amount
Transfer of funds from:	
1220-0600-2005	352.78
Total Transfers Out:	352.78
Transfer of funds to:	
7408-0600-2005	352.78
Total Transfers In:	352.78

Transfer Initiated by: Sarah Neumann

Approved by: Jessica Bell-Smith

Date: 06/14/24

Corrected on Appropriation Ledger by (if applicable): Debra Diving

Date: 7/9/2024

Notification of error correction to the affected departments: _____
Signature of Department Head

Board of County Commissioner Approval (if applicable):

Ken Olf

Keith Hays

Kenneth Lay

Excise Board or Budget Board (if applicable):

[Signature]

[Signature]

[Signature]

E-MAILED
6/21 11:17a

Sarah
Quinn

Funds	Beginning Balance	Deposits & Collections	Transfer In	Transfer Out	Payment	Apportionment	Ending Balance
311 Tax Refunds	66,614.22						0.00 N
Tax Refunds				9,800.00			
Tax Refunds			15.05				06-13-2024 T# 23832 2023-42128 payment entered incorrectly ...
Tax Refunds			2,203.41				06-13-2024 T# 23832 2023-42128
Tax Refunds			16.32				06-13-2024 T# 23832 2022-42128
Tax Refunds			11.63				06-13-2024 T# 23832 2022-42128
Tax Refunds			21.00				06-13-2024 T# 23832 2020-42128
Tax Refunds			9.00				06-13-2024 T# 23832 2020-42128
Tax Refunds			136.95				06-13-2024 T# 23832 2020-42128
Tax Refunds			34.76				06-13-2024 T# 23832 2020-42128
Tax Refunds			60.31				06-13-2024 T# 23832 2020-42128
Tax Refunds			20.00				06-13-2024 T# 23832 2020-42128
Tax Refunds			26.89				06-13-2024 T# 23832 2020-42128
Tax Refunds			16.13				06-13-2024 T# 23832 2021-42128
Tax Refunds			17.22				06-13-2024 T# 23832 2021-42128
Tax Refunds			11.33				06-13-2024 T# 23832 2021-42128
311 Tax Refunds	66,614.22	0.00	2,600.00	2,600.00	0.00	0.00	56,814.22 N
Total Funds	66,614.22	0.00	2,600.00	12,400.00	0.00	0.00	56,814.22

Current amount on GL-
Needs to match OSW in
Appropriation Ledger
Transferring \$ 352.78
to balance fund.
Previously transferred
funds but miscalculated
amount.
Stemmy 6/14/24

Register Date:	Fund/Dept/Account		Issue Date:	Warrant Number	To Whom	Amount	Paid/Cancel * Date	Payment Number
09/25/23	7408 0600 2005	Tax Refunds/TREASURER	09/25/23	3	CHEATHAM, PHILLIP	194.00		
12/04/23	7408 0600 2005	Tax Refunds/TREASURER	12/04/23	14	KELLEY, FALLON	9.00		
12/27/23	7408 0600 2005	Tax Refunds/TREASURER	12/27/23	16	HEDGES, DAVID	280.00		
01/16/24	7408 0600 2005	Tax Refunds/TREASURER	01/16/24	26	HA, KHON	24.50		
02/20/24	7408 0600 2005	Tax Refunds/TREASURER	02/20/24	40	CASTER, BRENDA	651.00		
02/20/24	7408 0600 2005	Tax Refunds/TREASURER	02/20/24	44	HA, KHON	670.50		
04/22/24	7408 0600 2005	Tax Refunds/TREASURER	04/22/24	64	FLETCHER, GARY OR LISA	59.00		
05/20/24	7408 0600 2005	Tax Refunds/TREASURER	05/20/24	74	ENERFIN GATHERING-EAST LLC	55,279.00		
Fund Total for 7408 Tax Refunds						57,167.00		
FY 2024 Total Warrants Outstanding						57,167.00		
Grand Total OUTSTANDING Warrants					57,167.00			

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- Emergency Transportation Revolving Fund Loan (69 O.S. § 687.3)
- Residual Balance Transfer

Error Correction

Date Error Occurred (if applicable):	
Warrant number (if applicable):	
Miscellaneous Receipt Number (if applicable):	
Description of error or transfer:	
Transferring money into the new Maintaince accts so work can continue. This is a temporary transfer till budget is finished.	

		Amount
Transfer of funds from:		
✓ 0001-1-2000-2005		125,000.00
✓ 0001-1-2000-1110		50,000.00
Total Transfers Out:		175,000.00
Transfer of funds to:		
0001-1-3300-2005		125,000.00
0001-1-3300-1110		50,000.00
Total Transfers In:		175,000.00

Transfer Initiated by: KW

Approved by: [Signature]

Date: 7/8/2024

Corrected on Appropriation Ledger by (if applicable): [Signature]

Date: 7/9/2024

Notification of error correction to the affected departments: _____
Signature of Department Head

Board of County Commissioner Approval (if applicable):

[Signature]
[Signature]

Excise Board or Budget Board (if applicable):

[Signature]
[Signature]
[Signature]

TRANSFER OF APPROPRIATIONS

Muskogee County, Oklahoma

Fiscal Year Ending June 30, 2025

To the Honorable Governing Board:

Due to a need which has arisen in my office or department, and under the authority of 68 O.S. § 3021 and 62 O.S. § 461, I hereby request additional appropriations for current expense in the fund as shown in exhibit B. I further state that I have obtained written consent to the cancellation of appropriations balances detailed in Exhibit A as evidenced by the signature of the department heads in schedule 2. The reason for this requested transfer is as follows:
The Tax Board has approved giving the following Departments \$13,500.00 to use to buy radios. If radios are not needed then for what the department is needing.

Respectfully submitted this day of
Signature and Title of Officer(s)/Department Head(s):

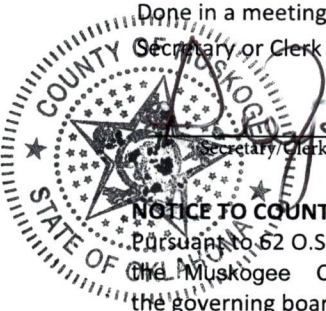
CONSENT TO CANCEL:

I (we) the undersigned official(s)/department head(s) of the above named governmental agency do hereby consent to the cancellation of appropriation balances detailed in Exhibit A.
Signature and Title of Officer(s)/Department Head(s):

CONSENT TO CANCEL AND REQUEST FOR ADDITIONAL NEEDS:

We the undersigned Governing Board under authority of 68 O.S. § 3021 and 62 O.S. § 461, do hereby consent to the cancellation of the appropriation balances detailed in exhibit A and request that the revenues released be appropriated to the accounts detailed in Exhibit B. We further state that this request is made due to the following reason:

Done in a meeting of the Governing Board of the said government agency and recorded in the minutes of the Secretary or Clerk of said board and signed at _____ this day of _____



[Signature]
Secretary/Clerk

[Signature] Chairman
[Signature]
[Signature]

NOTICE TO COUNTY EXCISE BOARD:

Pursuant to 62 O.S. § 461, the undersigned County Clerk of Muskogee County, Oklahoma, gives notice to the Muskogee County Excise Board that there has been a transfer of appropriations following the approval by the governing board of _____

9th day of July 20 24
ATTEST:
Chairman _____
Member _____
Member _____
Attest *[Signature]*
County Clerk



County Clerk

Date

Exhibit A

Unencumbered appropriations account balances as of _____ and schedule of amounts to be cancelled.

Account #	Name of Account	Office/Department	Unencumbered Balance	Consent to cancel by Officer	Cancelled by Governing Board
1321-2-8215-2005	M&O	Tax Board	539,511.64		108,000.00
			TOTAL:	\$ 0.00	\$ 108,000.00

Exhibit B

Additional appropriations requested for remainder of fiscal year ending _____

Account #	Purpose or Name of Account	Office/Department	Amount Requested	Approved by Governing Board
1321-2-8203-2005	M&O	Braggs	13,500.00	
1321-2-8201-2005	M&O	Brushy Mt	13,500.00	
1321-2-8205-2005	M&O	Ft Gibson	13,500.00	
1321-2-8206-2005	M&O	Gooseneck	13,500.00	
1321-2-8207-2005	M&O	Haskell	13,500.00	
1321-2-8210-2005	M&O	Mt View	13,500.00	
1321-2-8209-2005	M&O	Muskogee	13,500.00	
1321-2-8211-2005	M&O	Oktaha	13,500.00	
			TOTAL:	\$ 108,000.00

Note: the total amount of additional appropriations may not exceed the total amount approved for cancellation.

E-MAILED
 7/1 2:31p

	2023	2024	Jun '24	Total	Eligible now	Eligible if # of meeting bf Dec
Boynton	1	3	1	5		3
Braggs	3	4	1	8	X	
Brushy Mtn	4	3	1	8	X	
Buckhorn	5	2		7		N/A
Council Hill	1	4	1	6		2
FT Gibson	5	3	1	9	X	
Gooseneck	5	3	1	9	X	
Haskell	5	4	1	10	X	
Keefeton	5	1		6		2
Mnt View	5	4	1	10	X	
Muskogee	5	3	1	9	X	
Oktaha	5	3		8	X	
Porum	3	3	1	7		1
Summit	1	0		1		N/A
Taft	4	1	1	6		2
Wainwright	2	1		3		N/A
Warner	2	1		3		N/A
Webbers Falls	2	4	1	7		1

TRANSFER OF APPROPRIATIONS

Muskogee County, Oklahoma

Fiscal Year Ending June 30, 2024

To the Honorable Governing Board:

Due to a need which has arisen in my office or department, and under the authority of 68 O.S. § 3021 and 62 O.S. § 461, I hereby request additional appropriations for current expense in the fund as shown in exhibit B. I further state that I have obtained written consent to the cancellation of appropriations balances detailed in Exhibit A as evidenced by the signature of the department heads in schedule 2. The reason for this requested transfer is as follows:
Short on shirts

Respectfully submitted this day of
Signature and Title of Officer(s)/Department Head(s):

_____ *David* _____ *Deey Dwayne*

CONSENT TO CANCEL:

I (we) the undersigned official(s)/department head(s) of the above named governmental agency do hereby consent to the cancellation of appropriation balances detailed in Exhibit A.
Signature and Title of Officer(s)/Department Head(s):

_____ *Mad* _____ *Deey Dwayne*

CONSENT TO CANCEL AND REQUEST FOR ADDITIONAL NEEDS:

We the undersigned Governing Board under authority of 68 O.S. § 3021 and 62 O.S. § 461, do hereby consent to the cancellation of the appropriation balances detailed in exhibit A and request that the revenues released be appropriated to the accounts detailed in Exhibit B. We further state that this request is made due to the following reason:

Done in a meeting of the Governing Board of the said government agency and recorded in the minutes of the
Secretary or Clerk of said board and signed at _____ this day of _____

Secretary/Clerk

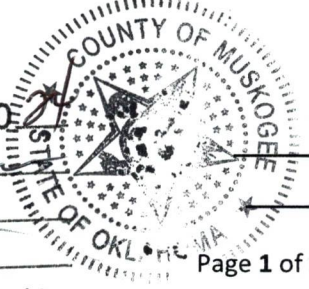
Chairman

NOTICE TO COUNTY EXCISE BOARD:

Pursuant to 62 O.S. § 461, the undersigned County Clerk of Muskogee County, Oklahoma, gives notice to the Muskogee County Excise Board that there has been a transfer of appropriations following the approval by the governing board of



9th
ATTEST: _____ day of *July* 20*24*
Chairman _____
Member _____
Member _____
Attest: _____
County Clerk



County Clerk

Date

Exhibit A

Unencumbered appropriations account balances as of

and schedule of amounts to be cancelled.

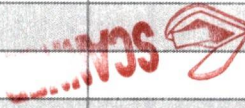
Account #	Name of Account	Office/Department	Unencumbered Balance	Consent to cancel by Officer	Cancelled by Governing Board
0001-1-2400-1310					1,500.00
			TOTAL:	\$ 0.00	\$ 1,500.00



Exhibit B

Additional appropriations requested for remainder of fiscal year ending

Account #	Purpose or Name of Account	Office/Department	Amount Requested	Approved by Governing Board	
0001-1-2400-2005				1,500.00	
			TOTAL:	\$ 0.00	\$ 1,500.00



Note: the total amount of additional appropriations may not exceed the total amount approved for cancellation.

E-MAILED
 6/20 7:25a
 Sarah Gunn



Polly Irving
Muskogee County Clerk

Monthly Deposit Report

June _____, 2024



Done by order of the Governing Board of said County and recorded in the minutes of the clerk on this date of: _____

Attest: *[Signature]*
Clerk of Secretary to the Governing Board

[Signature]

[Signature]

Certificate of the County Excise Board

County of _____, State Oklahoma
We the undersigned duly qualified and acting members of the Excise Board in aforesaid county and State, having considered the estimate of needs submitted by the Governing Board of said County and, to the extent that the same was within the amount of cash available for such purpose, we have approved the several items of appropriation ascertained to be for purposes authorized by law and have indicated the items and amounts for approval in the last column.

Done at _____, Oklahoma, this date of _____

Attest: *[Signature]*
Secretary of County Excise Board

County Excise Board of
County Oklahoma

[Signature]

[Signature]



Adjustments to Issue

Printed On
7/2/2024, 11:38 AM

Account	Legacy No	Amount Override Info
1209-1-1000-2005	RMPCF-2	\$11,720.00 788 County Clerk
1208-1-1000-2005	CCLFCF	\$2,928.31 789 County Clerk
1210-2-3400-2005		\$12,312.00 790 Jail
1210-2-3400-2005		\$14,464.00 791 Jail
1226-2-0400-2005	SSFCF-2	\$15,534.52 792 Sheriff Service Fee
1226-2-0400-1110	SSFCF-1A	\$1,873.76 793 Sheriff Service Fee
1223-2-0400-2005	SCACF	\$5,583.82 795 Sheriff Commissary
1210-2-3400-2005		\$540.00 796 Jail
7205-1-1400-1110	L.L.	\$2,944.36 798 Law Library
7210-1-1400-1110		\$5,055.23 799 Court Clerk
0001-1-2000-1110	20/1A	\$2,847.96 800 Gen Gov
1102-6-4100-1110	T-1/D-1	\$4,681.07 800 District 1
1102-6-4300-1110	T-1/D-3	\$867.98 800 District 3
1210-2-3400-1110		\$1,441.35 800 Jail
1226-2-0400-1110	SSFCF-1A	\$1,227.97 800 Sheriff
1226-2-0400-1110	SSFCF-1A	\$7,137.01 805 Sheriff Service Fee
1226-2-0400-2005	SSFCF-2	\$17,162.07 806 Sheriff Service Fee
1301-1-8020-2005		\$100,710.63 812 Use Tax
1208-1-1000-2005	CCLFCF	\$27.16 813 County Clerk
1209-1-1000-2005	RMPCF-2	\$58.27 818 County Clerk
1210-2-3400-2005		\$734.57 822 Jail
1223-2-0400-2005	SCACF	\$28,735.17 824 Sheriff Commissary
1223-2-0400-2005	SCACF	\$19,110.00 825 Sheriff Commissary
1223-2-0400-2005	SCACF	\$8,983.00 826 Sheriff Commissary
1210-2-3400-2005		\$117.42 823 Jail
1102-6-4100-2005	T-2/D-1	\$52.80 830 District 1
1301-1-8020-2005		\$2,331.90 831 General Gov.
1251-3-6700-2005		\$1,092.89 832 General Gov
1321-2-8215-2005	TB-2	\$12,494.87 807 Tax Board
1325-8-8031-2005	COED	\$4,907.09 811 Economic Development
1210-2-3400-2005		\$33,797.86 834 Jail
1226-2-0400-1110	SSFCF-1A	\$1,673.00 835 Sheriff Service Fee
1210-2-3400-2005		\$162.00 836 Jail
1301-1-8020-2005		\$197,171.87 837 Use Tax
1102-6-4100-2005	T-2/D-1	\$50,000.00 838 District 1
1319-2-8004-2005	ST/SHF/2	\$6,462.23 807 Sheriff
1103-6-4100-2005	BR-105/D1	\$2,122.29 807 District 1
1313-6-8041-2005	ST/HWY/2-D-1	\$3,388.35 807 District 1
1103-6-4200-2005	BR-105/D2	\$2,122.29 807 District 2
1313-6-8042-2005	ST/HWY/2-D-2	\$3,388.35 807 District 2
1103-6-4300-2005	BR-105/D3	\$2,122.29 807 District 3
1313-6-8043-2005	ST/HWY/2-D-3	\$3,388.34 807 District 3
1102-6-4100-1110	T-1/D-1	\$50,000.00 809 District 1
1102-6-4100-2005	T-2/D-1	\$25,524.83 809 District 1
1102-6-4100-4130	T-2B/D-1	\$25,000.00 809 District 1
1102-6-6510-2005		\$343.23 809 District 1

Account	Legacy No	Amount Override Info
1103-6-4100-2005	BR-105/D1	\$18,428.02 809 District 1
1102-6-4200-2005	T-2/D-2	\$100,524.82 809 District 2
1102-6-6520-2005		\$343.23 809 District 2
1103-6-4200-2005	BR-105/D2	\$18,428.02 809 District 2
1102-6-4300-1110	T-1/D-3	\$10,000.00 809 District 3
1102-6-4300-2005	T-2/D-3	\$58,524.82 809 District 3
1102-6-4300-4130	T-2B/D-3	\$12,000.00 809 District 3
1102-6-4300-4110	T-3/D-3	\$20,000.00 809 District 3
1102-6-6530-2005		\$343.23 809 District 3
1103-6-4300-2005	BR-105/D3	\$18,428.02 809 District 3
1313-6-8041-2005	ST/HWY/2-D-1	\$65,745.91 810 District 1
1313-6-8042-4110	ST/HWY/3-D-2	\$65,745.91 810 District 2
1313-6-8043-2005	ST/HWY/2-D-3	\$65,745.92 810 District 3
1319-2-8004-1110	ST/SHF/1A	\$97,237.74 810 Sheriff
1319-2-8004-4110	ST/SHF/3	\$50,000.00 810 Sheriff
1319-2-8004-2005	ST/SHF/2	\$40,000.00 810 Sheriff
1319-2-8004-1310	ST/SHF/1C	\$10,000.00 810 Sheriff
1321-2-8215-2005	TB-2	\$5,917.16 810 Tax Board
1321-2-8202-4110	BO-3	\$6,245.86 810 Boynton
1321-2-8203-4110	BR-3	\$6,245.86 810 Braggs
1321-2-8201-2005	BM-2	\$6,245.86 810 Brushy Mountain
1321-2-8200-2005	BH-2	\$6,245.86 810 Buckhorn
1321-2-8204-2005	CH- 2	\$3,747.52 810 Council Hill
1321-2-8204-4110	CH- 3	\$2,498.34 810 Council Hill
1321-2-8205-2005	FT-2	\$6,245.86 810 Ft. Gibson
1321-2-8206-2005	GB-2	\$3,122.93 810 Gooseneck Bend
1321-2-8206-4110	GB-3	\$3,122.93 810 Gooseneck Bend
1321-2-8207-4110	HA-3	\$6,245.86 810 Haskell
1321-2-8208-2005	KF-2	\$6,245.86 810 Keefeton
1321-2-8209-2005	MU-2	\$6,245.86 810 Muskogee Fire
1321-2-8210-2005	MV-2	\$3,122.93 810 Mtn. View
1321-2-8210-4110	MV-3	\$3,122.93 810 Mtn. View
1321-2-8211-2005	OK-2	\$2,405.26 810 Oktaha
1321-2-8211-4110	OK-3	\$3,840.60 810 Oktaha
1321-2-8212-2005	PO-2	\$1,300.00 810 Porum
1321-2-8212-4110	PO-3	\$4,945.86 810 Porum
1321-2-8213-2005	SU-2	\$6,245.86 810 Summit
1321-2-8214-4110	TA-3	\$6,245.86 810 Taft
1321-2-8217-4110	WR-3	\$6,245.86 810 Warner
1321-2-8218-4110	WT-3	\$6,245.86 810 Wainwright
1321-2-8216-4110	WF-3	\$6,245.86 810 Webbers Falls
1102-6-4100-2005	T-2/D-1	\$1,635.70 811 District 1
1102-6-4200-2005	T-2/D-2	\$1,635.70 811 District 2
1102-6-4300-2005	T-2/D-3	\$1,635.70 811 District 3
1103-6-4100-2005	BR-105/D1	\$865.08 815 District 1
1103-6-4200-2005	BR-105/D2	\$865.08 815 District 2
1103-6-4300-2005	BR-105/D3	\$865.08 815 District 3
1210-2-3400-2005		\$454.61 839 Jail

Account	Legacy No	Amount Override Info
1210-2-3400-2005		\$81.70 840 Jail
1102-6-4100-2005	T-2/D-1	\$504.35 No Rec
1216-3-5000-2005	MD/2	\$23,988.46 842
1220-1-0600-1110	R.P.-1A	\$101,537.98 No Rec
1230-1-0600-2005	TMCFCF	\$775.00 No Rec
7402-1-0600-9000		\$248,202.14 No Rec
		\$1,847,228.97

APPLICATION FOR TEMPORARY APPROPRIATIONS

STATE OF OKLAHOMA
MUSKOGEE COUNTY
FILED OR RECORDED

WHEREAS: The needs of the Board of Education of Warner Public Schools District No. I-74 of Muskogee County, require the immediate approval of temporary appropriations for the fiscal year 2024-25:

2024 JUN 12 PM 1:20

POLLY IRVING
COUNTY CLERK

NOW, THEREFORE, BE IT RESOLVED, that the County Excise Board of Muskogee County be requested to approve temporary appropriations to the extent of and not to exceed one hundred per cent (100%) of the total estimated funds available to said Board as follows:

REQUESTED APPROPRIATIONS

General Fund	
Current expense	\$ 8,764,912
Building Fund	\$ 449,779
Child Nutrition Fund	\$ 0
Co-op Fund	\$ 18,273

APPROVED AND ADOPTED this 13 day of May, 2024.

THE BOARD OF EDUCATION

Warner Public Schools I-74
(Name of School District) No.

MUSKOGEE, COUNTY, OKLAHOMA

ATTEST:

Shiley Edwards
Clerk

[Signature]
President

APPROVED by the Muskogee County Excise Board the 9th day of July, 2024.

THE COUNTY EXCISE BOARD

MUSKOGEE, COUNTY, OKLAHOMA

[Signature]
Chairman

ATTEST:

[Signature]
County Clerk

[Signature]
Member
[Signature]
Member

E-MAILED

7/9 10:42

Amber Martin

Requisition - Purchase Order - Claim

Purchase

Requisition No. 000215

Muskogee

County, Oklahoma

Order No. 006821

Requisitioning Dept. Excise Equalization	Date Req. Rec. 06/07/2024	Date Assigned 06/07/2024
Project No. _____		Date Material Needed _____
Federal Award _____		

I approve the processing of this purchase request and the encumbering on the designated account to the maximum of
64.20 Account **0001-1-2100-2005**

06/07/2024
 Date _____ Requisitioning County Official _____

Suggested Vendors

21/2

Purchasing Method Regular P.O. Blanket P.O. Purchase Card/Vendor for p-card _____

Type of bid (if required)

State Contract/Purchasing Cooperative

County Purchasing Act

Public Competitive Bidding Act

Fiscal Year 2023-2024

Date 06/07/2024 Appropriation Account 0001-1-2100-2005

I hereby approve the issuance and encumbrance of this purchase order

Polly Irving _____
 Purchasing Agent

I hereby certify that the amount of this encumbrance has been entered against the designated appropriation accounts and that this encumbrance is within the authorized available balance of said appropriation.

DATED THIS 06/07/2024
Polly Irving _____
 County Clerk/Deputy

OF Muskogee COUNTY

19 Okl.St. Ann. S 1505 requires the vendor to furnish an itemized invoice which states the vendor's name and address, a clear description of each item purchased, unit price, the number or volume of each item, total price, the total of the purchase, and the date of the purchase.

Issued To:
Five Star Office Supply****
 1104 W Broadway
 MUSKOGEE, OK 74401

Shipped To:
 Excise Board
 400 West Broad
 Muskogee, OK 74401

ALL PRICES ARE FOB DESTINATION UNLESS OTHERWISE NOTED

Quantity	Unit	Description	Price	Amt. To Be Encumbered	Adjustment		Total	Approved
					Amount	Total		
Totals								

9th day of July 2024

Chairman _____
 Member _____
 Member _____
 Attest _____

County Clerk

CHARGE & INVOICE TO:

Polly Irving _____
 County Clerk
 PO Box 1008
 Billing Address
 MUSKOGEE, OK 74402
 City, State, Zip Code

I hereby certify that the invoice, receiving report and delivery documentation have been compared to this purchase order, and any discrepancies have been reconciled as noted above. This purchase order is therefore approved for consideration for payment by the governing board.

_____ Date _____

Polly Irving _____
 County Clerk/Deputy

Date Returned For Filing For Consideration By The Governing Board
 COMPLETE WHEN USED WITH A BLANKET PURCHASE ORDER

I also certify that the maximum amount of the blanket purchase order has not been exceeded.

Polly Irving _____
 County Clerk/Deputy _____ Date _____

_____ Date _____
 Requisitioning County Officer

APPROVAL BY GOVERNING BOARD

This claim is approved for payment in the amount indicated above (Signed by at least two members.) District Attorney is approving Officer of expenditures for that office. 19 Okl. St. Ann S 326.

Date _____

 Chairman

 Member

 Member

PAYMENT RECORD

Warrant Number _____

Amount _____

Pursuant to 62 Okl. St. Ann. S 310.8, the Encumbering Officer has the approving authority for payment of requisitions with attached invoice against Governing Board approved blanket Purchase Orders. Therefore, I hereby authorize payment of the attached approved invoice.

_____ Date _____
 County Clerk/Encumbering Officer

Appropriation Account: 0001-1-2100-2005
 21/2
 Warrant Number



1104 WEST BROADWAY, MUSKOGEE, OK, 74401
PHONE: (918) 682-7777 FAX: (918) 682-7785

6821

Quote

Quote No:	Q04218-00
Quote Date:	06/07/2024

Customer Number :	003137	Customer PO:		Route:	10	Via:	
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Sold To	Ship To
MUSKOGEE COUNTY CLERK OFFICE 400 W. BROADWAY MUSKOGEE, OK 74402	MUSKOGEE COUNTY CLERK OFFICE 400 W BROADWAY MUSKOGEE, OK 74401

Sub Account:	3137-01	Clerk #:	30	Sales Rep:	11-RANDALL JAQUEZ
Attn:		Phone:	(918)682-7781	Terms:	NET 30

Product Code	Description	U/M	Quantity	List	Unit Price	Ext Price
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POLLY IRVING

NAME PLATES	GOLD BRUSHED WITH BLACK LETTERS	EA	3	\$0.00	\$21.40	\$64.20
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Sub Total:	\$64.20
Total:	\$64.20

We Appreciate Your Business - Thank You!

For questions please call (918) 682-7777
info@fivestarofticesupply.com



1104 WEST BROADWAY, MUSKOGEE, OK, 74401
 PHONE: (918) 682-7777 FAX: (918) 682-7785

INVOICE

Invoice No:	279462-00
Invoice Date:	06/13/2024
Due Date:	07/13/2024

Customer Number :	003137	Customer PO:	6821	Route:	10	Via:	
Sold To				Ship To			
MUSKOGEE COUNTY CLERK OFFICE 400 W. BROADWAY MUSKOGEE, OK 74402				MUSKOGEE COUNTY CLERK OFFICE 400 W BROADWAY MUSKOGEE, OK 74401			

Sub Account:	3137-01	Clerk #:	30	Sales Rep:	11-RANDALL JAQUEZ
Attn:		Phone:	(918)682-7781	Terms:	NET 30

Product Code	Description	U/M	Quantity			Unit Price	Ext Price
			Order	B/O	Ship		

POLLY IRVING

IN NAME PLATES	BLACK & WHITE-TIM LETTERS THOMPSON	EA	1		1	\$21.40	\$21.40
IN NAME PLATES	BLACK & WHITE-RON RAMMING	EA	1		1	\$21.40	\$21.40
IN NAME PLATES	BLACK & WHITE-CHARLES LAMONT	EA	1		1	\$21.40	\$21.40

Date: _____

Signature:  _____

Sub Total:		\$64.20
Total:		\$64.20

We Appreciate Your Business - Thank You!

For questions please call (918) 682-7777
 info@fivestaroicesupply.com

Please Remit Payment To: 1104 WEST BROADWAY, MUSKOGEE, OK, 74401

Requisition - Purchase Order - Claim

Purchase

Requisition No. 000223

Muskogee

County, Oklahoma

Order No. 007041

Requisitioning Dept. <u>Excise Equalization</u>	Date Req. Rec. <u>06/21/2024</u>	Date Assigned <u>06/21/2024</u>
Project No. _____	Date Material Needed _____	
Federal Award _____	Date _____	

I approve the processing of this purchase request and the encumbering on the designated account to the maximum of 16.05 Account 0001-1-2100-2005

06/21/2024
Date _____ Requisitioning County Official _____

Suggested Vendors

21/2

Purchasing Method Regular P.O. Blanket P.O. Purchase Card/Vendor for p-card

Type of bid (if required)

State Contract/Purchasing Cooperative

County Purchasing Act

Public Competitive Bidding Act

Fiscal Year 2023-2024

Date 06/21/2024 Appropriation Account 0001-1-2100-2005

I hereby approve the issuance and encumbrance of this purchase order

Polly Irving

Purchasing Agent

I hereby certify that the amount of this encumbrance has been entered against the designated appropriation accounts and that this encumbrance is within the authorized available balance of said appropriation.

DATED THIS 06/21/2024

Polly Irving

County Clerk/Deputy

OF Muskogee

COUNTY

19 Okl.St. Ann. S 1505 requires the vendor to furnish an itemized invoice which states the vendor's name and address, a clear description of each item purchased, unit price, the number or volume of each item, total price, the total of the purchase, and the date of the purchase.

Issued To:
Five Star Office Supply****
1104 W Broadway
MUSKOGEE, OK 74401

Shipped To:
Excise Board
400 West Broad
Muskogee, OK 74401

ALL PRICES ARE FOB DESTINATION UNLESS OTHERWISE NOTED

Quantity	Unit	Description	Unit Price	Amt. To Be Encumbered	Adjustment Amount	Total	Approved
3.000		Name Plate Holders	5.35000	16.05			
				Totals	16.05		

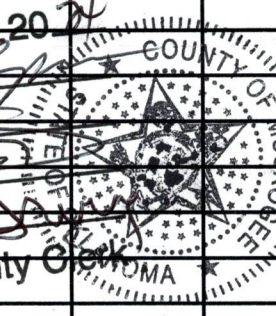
9th day of July 2024

Chairman _____

Member _____

Member _____

Attest Polly Irving County Clerk



CHARGE & INVOICE TO:

Polly Irving
County Clerk
PO Box 1008
Billing Address
MUSKOGEE, OK 74402
City, State, Zip Code

I hereby certify that the invoice, receiving report and delivery documentation have been compared to this purchase order, and any discrepancies have been reconciled as noted above. This purchase order is therefore approved for consideration for payment by the governing board.

Date _____

Polly Irving

County Clerk/Deputy

Date Returned For Filing For Consideration By The Governing Board

COMPLETE WHEN USED WITH A BLANKET PURCHASE ORDER

I also certify that the maximum amount of the blanket purchase order has not been exceeded.

Polly Irving

County Clerk/Deputy

Date _____

Requisitioning County Officer

Date _____

APPROVAL BY GOVERNING BOARD

This claim is approved for payment in the amount indicated above (Signed by at least two members.) District Attorney is approving Officer of expenditures for that office. 19 Okl. St. Ann S 326.

Date _____

Chairman _____

Member _____

Member _____

PAYMENT RECORD

Warrant Number _____

Amount _____

Pursuant to 62 Okl. St. Ann. S 310.8, the Encumbering Officer has the approving authority for payment of requisitions with attached invoice against Governing Board approved blanket Purchase Orders. Therefore, I hereby authorize payment of the attached approved invoice.

Date _____

County Clerk/Encumbering Officer

Appropriation Account
0001-1-2100-2005
21/2

Warrant Number



1104 WEST BROADWAY, MUSKOGEE, OK, 74401
PHONE: (918) 682-7777 FAX: (918) 682-7785

7041
[Handwritten signatures]

Quote

Quote No:	Q04310-00
Quote Date:	06/21/2024

Customer Number :	003137	Customer PO:		Route:	10	Via:	
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Sold To	Ship To
MUSKOGEE COUNTY CLERK OFFICE 400 W. BROADWAY MUSKOGEE, OK 74402	MUSKOGEE COUNTY CLERK OFFICE 400 W BROADWAY MUSKOGEE, OK 74401

Sub Account:	3137-01	Clerk #:	30	Sales Rep:	11-RANDALL JAQUEZ
Attn:		Phone:	(918)682-7781	Terms:	NET 30

Product Code	Description	U/M	Quantity	List	Unit Price	Ext Price
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POLLY IRVING

HOLDERS	NAME PLATE DESK TOP HOLDERS, SLIVER, 2X10	EA	3	\$0.00	\$5.35	\$16.05
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Sub Total:	\$16.05
Total:	\$16.05

We Appreciate Your Business - Thank You!

For questions please call (918) 682-7777
info@fivestaroicesupply.com