



*Polly Irving, County Clerk*

Sheila Harrison, Chief Deputy

Sharlene Hill, 2<sup>nd</sup> Deputy

**RESOLUTION**

The Muskogee Board of County Commissioners met on 21 day of March, 2022 to consider:

Whereas the purpose is to Reimburse Expenditures to the departments that invested in the equipment/software for virtual Purchase Orders through Kellpro Software and the Muskogee County Clerk's Office. The virtual Purchase Orders are necessary in order to eliminate the spread of Covid from personal contact during routine in-person visits to the Muskogee County Clerk's Office and all other departments; and

Whereas the Muskogee County Clerk, Polly Irving, is requesting to utilize ARPA Funds in the amount of ~~\$20,401.32~~ <sup>20,522.48</sup>. Each department will be reimbursed into the account in which the expenditure was originated from. The following departments will be reimbursed as followed:

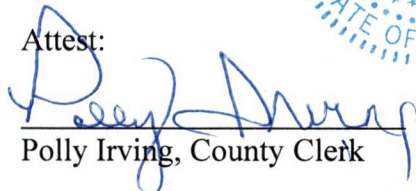
• District 1	\$2,358.00	1102-6-4100-2005
• District 2	\$1,365.38	1102-6-4200-2005
• District 3	\$3,221.51	1102-6-4300-2005
• Assessor	\$1,282.36	0001-1-1600-2005
• County Clerk	\$912.00	1209-1-1000-2005
• District Attorney	\$1,247.26	0001-1-0100-2005
• Election Board	\$670.48	0001-1-2200-2005
• General Government	\$2,657.12	0001-1-2000-2005
• Health Department	\$2,579.42	1216-3-5000-2005
• Emergency Mgmt	<del>\$500.00</del> 621.16	0001-2-2700-2005
• OSU Ext	\$684.50	0001-5-0900-2005
• Sheriff	\$826.37	1319-2-8004-2005
• Treasurer	\$2,096.92	1220-1-0600-2005

Now, therefore, be it resolved that the Muskogee Board of County Commissioners approves for each reimbursement of expenditure as listed into the county fund in which it was originated from.

Passed this 21 day of March, 2022.



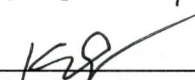
Attest:

  
Polly Irving, County Clerk

Board of Muskogee County Commissioners

  
Kenny Payne, Chairman

  
Keith Hyslop, Vice-Chairman

  
Ken Doke, Member

Fiscal Recovery Funds  
Expenditure Documentation

Date 3/16/2022

Muskogee County, Oklahoma

Identify the need or risk

We have a purchase order system that requires each office to fill out a paper form for the request of payment for an invoice. This paper form, along with the invoice, must be hand delivered to the County Clerk's office for processing. This requirement causes personal interaction between numerous offices and the County Clerk's office several times per month, resulting in the employees of the County Clerk's Office and employees of each of the other county offices being exposed to each other and any illnesses employees carries, such as COVID-19

How does the proposed expenditure respond to the need or risk?

The proposed expenditure is for an electronic online purchase system that allows the offices to fill out a purchase order form online and scan their invoice into the P.O. system. The documents are then transmitted electronically rather than hand delivered. This Electronic system negates the need for personal interaction between the various offices and, therefore, drastically minizes the chances of spreading the COVID-19 virus from office to office throughout the county.

Expenditure Category

Expenditure: detail level

FAQ number (if applicable)

Estimated amount of expenditure

Submitted to Governing Board by

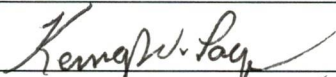
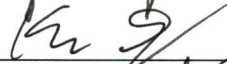
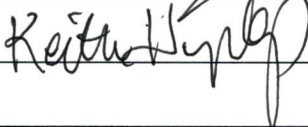
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Board Signatures

Date

Approved

Denied

Reason for denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchase Order number (if applicable) \_\_\_\_\_

Notes \_\_\_\_\_  
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