

Requisition - Purchase Order - Claim

Requisition No. 000000

Muskogee County, Oklahoma

County, Oklahoma

Purchase

Order No. 001631

Requisitioning Dept. <u>General Government</u>	Date Req. Rec. <u>09/09/2013</u>	Date Assigned <u>09/09/2013</u>
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 3,959.78 Account 20-3

09/09/2013

Date

Requisitioning County Official

Comments:

Suggested Vendors:

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

Issued To:

Five Star Office Supply****
1104 W Broadway

Broadway Shopping Center
MUSKOGEE, OK 74401

Shipped To:

General Government

PO Box 2307

Muskogee, OK 74402-0000

ALL PRICES ARE FOB DESTINATION UNLESS OTHERWISE NOTED

Quantity	Unit	Description	Unit Price	Amt. To Be		Adjustment		Approved
				Encumbered	Amount	Total		
11.000		Executive Chairs for Board Room	359.9800	3,959.78				
		Inv # 174012-001						
		Account # 1901-0						
				Totals	3,959.78			

CHARGE & INVOICE TO:

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

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.

County Clerk/Deputy

Date

County Clerk/Encumbering Officer

Requisitioning County Officer

Date

Warrant Number _____

Amount _____

Date _____

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 _____

Appropriation Account
20-3
Warrant Number