

S. A. & I. 1116 (2000) REQUISITION - PURCHASE ORDER - CLAIM

Requisition No. \_\_\_\_\_

Purchase

Blanket P.O.

\_\_\_\_\_ County, Oklahoma

Order No. \_\_\_\_\_

Requisitioning Dept.	Date Req. Rec.	Date Assigned
Project No.	Date Material Needed	

I approve the Processing of this Purchase request and the encumbering on the designated account to & maximum of \_\_\_\_\_

Account \_\_\_\_\_

Date \_\_\_\_\_ Requisitioning County Official \_\_\_\_\_

SUGGESTED VENDORS


Issue To: \_\_\_\_\_

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Ship To: \_\_\_\_\_

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Fiscal Year 20\_\_\_\_ - 20\_\_\_\_

DATE \_\_\_\_\_ APPROPRIATION ACCOUNT \_\_\_\_\_

I hereby approve the issuance and encumbrance of this purchase order.

\_\_\_\_\_ 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 \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_ County Clerk / Deputy

of \_\_\_\_\_ County.

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

ALL PRICES ARE FOB DESTINATION UNLESS OTHERWISE NOTED

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

CHARGE & INVOICE TO: \_\_\_\_\_ County Clerk

\_\_\_\_\_ Okla. \_\_\_\_\_

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 \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_ County Clerk / Deputy

Date Returned For Filing For Consideration By The Governing Board \_\_\_\_\_ 20\_\_\_\_

COMPLETE WHEN USED WITH BLANKET PURCHASE ORDER

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

Date \_\_\_\_\_ County Clerk / Deputy

Date \_\_\_\_\_ Requesting 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 for expenditures for that office.

19 Okl.StAnn. § 326.

\_\_\_\_\_ Date

\_\_\_\_\_ Chairman

\_\_\_\_\_ Member

\_\_\_\_\_ Member

PAYMENT RECORD

WARRANT NUMBER \_\_\_\_\_

AMOUNTS \_\_\_\_\_

Pursuant to 62 Okl.St. Ann. § 310.6 the Encumbering Officer has the approving authority for payment of requisitions with attached invoices against Governing Board approved blanket purchase orders. Therefore, I hereby authorize payment of the attached approved invoice.

\_\_\_\_\_ Date \_\_\_\_\_ County Clerk / Encumbering Officer

Account No.

Warrant No.