RESOLUTION

TO DESIGNATE NEW OR REPLACEMENT REQUESTING, REQUISITIONING OR RECEIVING OFFICER

BE IT RESOLVED that Sherry Langston, employee of Board of County Commissioners (Department/Division) has been designated as

(Check One)
- ☐ Requesting Officer (to sign in absence of Official)
- ☐ Requisitioning Officer
- ☒ Receiving Officer

to replace in addition to Cheryl Martinez (Previous Designee).

OFFICIAL/DEPUTY

The above newly designated person shall have authority to

(Check One)
- ☒ Make requisitions
- ☒ Receive authorized purchases

from the indicated appropriation accounts in compliance with Oklahoma Purchasing Procedures and Tulsa County policies.

APPROVED this _____ day of _____, _____.

CHAIRMAN, BOARD OF COUNTY COMMISSIONERS

ATTEST:

COUNTY CLERK

INSTRUCTIONS:

1. Department:
   a) Complete the top section of this form. Official/Deputy's signature is required.
   b) Forward the form to the Office of the County Clerk.
   c) Additional copies of this form are available from the County Forms Desk.
2. County Clerk: Place the Resolution on the agenda of the next regularly scheduled BOCC meeting, in accordance with established procedures.
3. BOCC Chairman: Upon BOCC approval, sign the Resolution in the designated blank.
4. County Clerk:
   a) Sign and date the approved Resolution in the designated blanks.
   b) Enter into BOCC meeting minutes the designee's name from the approved Resolution.
   c) Copy Resolution to:
      - Purchasing Department (County Purchasing Agent)
      - County Clerk's Office (Bookkeeping Supervisor)
      - IT Division (Programmers assigned to Bookkeepers' Purchasing System)
      - Administrative Services (County Procedures Writer)
   d) Retain original Resolution in permanent files.
5. Procedures Writer:
   a) Update Roster of Authorized Requesting, Requisitioning and Receiving Officers.
   b) Copy revised Roster to:
      - Purchasing Department (County Purchasing Agent)
      - County Clerk's Office (4 copies)
      - IT Division (Programmers assigned to Bookkeepers' Purchasing System)
6. County Clerk: File one copy of revised Roster with original Resolution. Distribute remaining copies within County Clerk's Office.