

---


TULSA COUNTY

PURCHASING  
DEPARTMENT

---

MEMO

DATE: February 13, 2019

FROM: Matney M. Ellis  
Purchasing Director 

TO: Board of County Commissioners

SUBJECT: Resolution to Designate Receiving Officer

Submitted for your approval and execution is the attached Resolution to Designate Jessica Freeman as a Receiving Officer for Purchasing effective February 19, 2019.

MME / mlb

ORIGINAL: Michael Willis, County Clerk, for the February 19, 2019 agenda.



RESOLUTION
TO DESIGNATE NEW OR REPLACEMENT
REQUESTING, REQUISITIONING OR RECEIVING OFFICER

BE IT RESOLVED that Jessica Freeman, employee of Purchasing
has been designated as (Department/Division)

- (Check One) [ ] Requesting Officer (to sign in absence of Official)
[ ] Requisitioning Officer
[X] Receiving Officer

to replace Lee Wilson
(Previous Designee)

OFFICIAL/DEPUTY

The above newly designated person shall have authority to

- (Check One) [ ] Make requisitions
[X] 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.