

12-13

Report Date: 03 JUL 2012

Check No: _____

7/18/12

Meeting Date: JUL 18 2012

Purchase Order No.: 21300020

Requisition No.: 11207195

Department Information

Vendor Information

Department: COMMISSIONERS RM
Appropriation Fund: 1001

ID
3233

12-13

Fiscal Year: 2013
Account Type: Expense

Name
NATIONAL ASSOCIATION OF C

Warrant #: _____

Award #: _____

W-9 # NONE

Purchase Order and Requisition Information

Req No: 11207195 Creation Dt: 14 MAY 2012
Req Desc: Membership dues

P.O. No: 21300020 Creation Dt: 02 JUL 2012 ✓
PO Desc: Membership dues

Purchase Order Details

Line No.	Line Description	Amount	Raise	Lower	Cance	Sub Total
1	DUES OR MEMBERSHIP FEES Chg Acct: 1001.1100.54017	\$13,557.00				
P.O. Total:		\$13,557.00				

PROPER PURCHASING

~~PROCEDURES NOT FOLLOWED~~

Reason: Subject not available

Date: 7-12-12

By: BE Deputy County Clerk.

CERTIFICATION OF DOCUMENTATION FOR
PAYMENT - TITLE 19 O.S. 1505010

DATED THIS _____ DAY OF JUL 10 2012

BY: _____
CAROLYNN CAUDILL, COUNTY CLERK

APPROVAL BY DEPARTMENT HEAD
APPROVAL DATE: 10 JUL 2012

Raymond L. Vaughn, Jr.
DEPARTMENT HEAD

Raymond L. Vaughn, Jr.
Brian Mayhew
Michelle D. ...

RECEIVED
2012 JUL 10 P 3:26

PURCHASING AGENT

Jane Gaston
Jane Gaston, Purchasing Director



Date: 05/23/2012 ✓ BE

Statement: 83128

RECEIVED

JUL 03 2012

Oklahoma County
Board of County Commissioners

ID: 0000401090

Mr. Bradford Holt
Administrator, Board of County Commissioners
Oklahoma County
320 Robert S Kerr Avenue
Oklahoma City, OK 73102

REMITTANCE ADDRESS:

P.O. BOX 79007
Baltimore, MD 21279-0007
EIN# 53-0190321
Please contact NACo with questions about this charge at
(202)942.4291 / Fax: (202)393.2630

PROPER PURCHASING PROCEDURES NOT FOLLOWED

Reason: budget not available

Date: 1-12-12

By: BE Deputy County Clerk.

INVOICE NUMBER	INVOICE DATE	DESCRIPTION	INVOICE AMOUNT	AMOUNT OWED
83128	3/22/2012	<p>County Membership Dues</p> <p>06/30/2012 - 07/01/2013</p> <p><i>2012 dues remain the same for a fifth year in a row per the NACo Board of Directors. Thank you for your membership in NACo!</i></p> <p><i>NACo Membership is an essential value! The 10 Reasons to Belong to NACo at www.naco.org/10reasonsformembership shows the many ways that NACo membership saves your county money, time and resources. The NACo website, www.naco.org, is easy to navigate and member focused. On the website, you can find legislative information, cooperative purchasing that can save your county money and many other benefits that can help you and your county find solutions.</i></p> <p><i>If you need additional information, please contact Ilene Manster, Membership Coordinator, at 1-888-407-NACo (6226) x291 or e-mail imanster@naco.org.</i></p>	\$13,557.00	\$13,557.00
				\$13,557.00

▼ PAYMENT FROM ▼

▼ PLEASE RETURN WITH PAYMENT ▼

Memorandum

TO: Accounts Payable Department
Office of the County Clerk

FROM: Bradford Holt, Administrator
Board of County Commissioners

DATE: July 3, 2012

RE: Explanation for Improper Purchase
Purchase Order #21300020

Vendor sent invoice for annual membership fee prior to beginning of fiscal year, so a purchase order could not be prepared in advance.

Requisition: 11207195
Requisition Type: Purchase Requisition
Creation Date: 14-MAY-12
Description: Membership dues
Note To Approver:
Notes:

Preparer: Holt, Bradford C
Approver: Ellis, Becky A
Currency: USD

Line	Line Type	Item	Rev Category	Description	Unit Quantity/Amount	Unit Price	Line Amount
			Source				
			Urgent Type				

1 Service 924-80-000 SERVICE.FEES DUES OR MEMBERSHIP Each 1.00 13557 13,557.00
 Holt, Bradford C Supplier 11207195 - NATIONAL ASSOCIATION OF COUNTIES (NACO) - *REMIT 3 - -

Distributions: 1 Allocated To Account: 1001.1100.54017.2013.00000.0000.0000

Justification:
Note To Approver:
Notes:

Total: 13,557.00

Previous Approvals:

Sequence Date	Approver	Action	Note
0 02-JUL-12	Holt, Bradford C	Reserve	
1 02-JUL-12	Holt, Bradford C	Submit	
2 02-JUL-12	Holt, Bradford C	Forward	
3 02-JUL-12	Ellis, Becky A	Approve	

Approval Action (Circle One):

Approve Forward Reject

Forward To:

Note:

Signature:

2/13/2012

63719

No. 1001350022

DATE: 18-JUL-12 CUST. ACCT. NO.

VENDOR NAME: NATIONAL ASSOCIATION OF VENDOR NO: 3233

INVOICE NO.	INVOICE DATE	DESCRIPTION	DISCOUNT AMOUNT	NET AMOUNT
83128	23-MAY-12	MEMBERSHIP DUES/6-30-12-7-1-13 1001.1100.2013		13,557.00

EASE DETACH AND RETAIN THIS STATEMENT AS YOUR RECORD OF PAYMENT. Thank You

13,557.00

JANTUM FORMS CORP.

County of Oklahoma
State of Oklahoma

COUNTY CHECK



Bank Of Oklahoma No. 1001350022
Oklahoma City, Oklahoma
FUND 1001 FISCAL YEAR 2012-2013

COUNTY CLERK'S STATEMENT: ATTEST: By my signature and seal I truly certify that the stated purpose of this check is... (SEAL) in summary, as disclosed on the face of the claim and that the amount hereof is within the balance available therefor.

CHECK DATE	CHECK NUMBER	CHECK AMOUNT
18-JUL-12	1001350022	*****13,557.00

PAY Thirteen Thousand Five Hundred Fifty-Seven Dollars And 00 Cents***

TO THE ORDER OF NATIONAL ASSOCIATION OF COUNTIES (N)
PO BOX 79007
BALTIMORE, MD 21279-0007

Registered on Funds available to pay same Reg. #



Forest "Butch" Freeman, Treasurer
Carolynn Landies, County Clerk
By Order of the BOARD OF COUNTY COMMISSIONERS
Raymond L. Daugherty, Chairman

1001350022 1039000366 814054944