

COURT CLERK REVOLVING FUND REQUISITION AND CLAIM

County, Oklahoma
 Requisition No. _____ Purchase Order/Claim No. _____
 Date of Requisition: _____ Amount of Requisition: _____
 Suggested Vendor (s): _____

Account: _____ Amount: _____

The request to purchase item(s) listed on Requisition No. _____ is hereby:

Approved

Disapproved

Date: _____

 District Judge

Name of Claimant: _____

Fiscal Year 20____ - 20____

Date: _____

Appropriation Acct. _____

I hereby approve the issuance and encumbrance of this Claim.

Mailing Address: _____

Purchasing Agent

I hereby certify that the amount of this encumbrance has been entered against the designated appropriation accounts and this encumbrance is within the authorized available balance of said appropriation.

Dated this _____ day of _____, 20____.

 County Clerk/Deputy

Invoice No: _____

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

Purpose: _____

Quantity	Description of Items	Unit Price	Disallowed Amount	Approved Claim Amount

Acknowledging

I hereby certify that the invoice , receiving report and delivery documentation have been compared to the purchase order, and any discrepancies have been reconciled and noted above. The purchase order is therefore approved for consideration for payment to the governing board.

 Signature

 Title

 Date

Action of Governing Board of Court Clerk Revolving Fund

The claim is approved for payment in the amount indicated above. (Signed by at least two members as provided by 19 Okl.St. Ann § 220.

 Date

Acct. #

 Signature

Vo. #

 Signature

 Signature