

1                   **HOUSE OF REPRESENTATIVES - FLOOR VERSION**

2                               STATE OF OKLAHOMA

3                               1st Session of the 60th Legislature (2025)

4   ENGROSSED SENATE  
5   BILL NO. 403

By: Stewart of the Senate

and

Cantrell of the House

6  
7  
8  
9       An Act relating to county purchasing; amending 19  
10      O.S. 2021, Sections 1501, as amended by Section 1,  
11      Chapter 94, O.S.L. 2022, and 1505, as amended by  
12      Section 3, Chapter 94, O.S.L. 2022 (19 O.S. Supp.  
13      2024, Sections 1501 and 1505), which relate to county  
14      purchasing agents and procedures; modifying duties of  
15      county purchasing agent related to bidders;  
16      establishing exceptions to certain requisition or  
17      purchase requirements; updating statutory language;  
18      updating statutory references; and providing an  
19      effective date.

20  
21  
22  
23   BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

24       SECTION 1.       AMENDATORY       19 O.S. 2021, Section 1501, as  
25      amended by Section 1, Chapter 94, O.S.L. 2022 (19 O.S. Supp. 2024,  
26      Section 1501), is amended to read as follows:

27       Section 1501.   A.   The county purchasing agent:

28       1.   Shall, within the amount of the unencumbered balance, make  
29      all purchases that are paid from county funds for the various  
30

1 institutions, departments, officers, and employees of the county,  
2 except at public auctions and as otherwise provided for by law;

3 2. May make purchases for political subdivisions of this state  
4 within the county if authorized by appropriate action of the  
5 governing board or body of the political subdivision affected;

6 3. Shall make purchases and rental or lease-purchase agreements  
7 only after following the bidding procedures as provided for by law,  
8 except:

9 a. when the purchase does not exceed Twenty-five Thousand  
10 Dollars (\$25,000.00) by department. All purchases  
11 made pursuant to this subparagraph shall be by a  
12 single purchase order. Splitting purchase orders  
13 which would result in paying an amount in excess of  
14 the limitations specified in this subparagraph is  
15 expressly prohibited. Any person convicted of  
16 violating the provisions of this subparagraph shall be  
17 guilty of a misdemeanor and such person shall forfeit  
18 the person's position or office,

19 b. when the total payments of a rental or lease-purchase  
20 agreement do not exceed the current bid limit as  
21 established in subparagraph a of this paragraph,

22 c. when articles and items are covered by single-source  
23 contracts,  
24

- 1           d.    service or maintenance contracts on equipment or  
2                machinery which are entered into at the time of the  
3                purchase of the equipment or machinery,  
4           e.    purchases made pursuant to a blanket purchase order as  
5                provided for in Section 310.8 of Title 62 of the  
6                Oklahoma Statutes,  
7           f.    when materials for road or bridge improvements do not  
8                exceed Seven Dollars (\$7.00) per yard or per ton,  
9           g.    purchases of fuel if the county purchasing agent  
10               obtains quotes from at least three vendors prior to  
11               the purchase and the lowest and best quote is  
12               selected. Documentation of these quotes shall be  
13               recorded in the permanent records of the clerk,  
14           h.    purchases of tools, apparatus, machinery, or equipment  
15                from a state agency or a political subdivision of the  
16                state as provided for in subsection C of Section 421.1  
17                of this title,  
18           i.    purchases of food for prisoners incarcerated in the  
19                county jail; provided, in counties having a population  
20                in excess of one hundred thousand (100,000) persons,  
21                the county purchasing agent shall follow bidding  
22                procedures as provided by law unless the county  
23                purchasing agent obtains quotes pursuant to the whole  
24                total of food items requisitioned prior to the

1 purchase and the lowest and best quote is selected.

2 Documentation of these quotes shall be recorded in the  
3 permanent records of the county clerk,

4 j. when a county solicits bids for the purchase of  
5 processed native materials for road and bridge  
6 improvements, the county may accept all bids received,  
7 with the lowest and best bid from those accepted to be  
8 selected at the time of opening of any construction  
9 project. The selection of the bid shall be based upon  
10 availability, bid price, ~~plus~~ and transportation  
11 costs,

12 k. when a vendor has been selected as the lowest and best  
13 bidder to furnish a particular item or items to the  
14 county during a specified time period and in the event  
15 the vendor is unable to perform, the purchasing agent  
16 may solicit telephone quotes for the item or items  
17 needed or select the next lowest and best bidder from  
18 the list of qualified bidders and provide for the  
19 purchase of the items at the lowest and best quote  
20 available. All vendors submitting bids for the  
21 specific product or service will be considered at or  
22 below the amount they bid,

23 l. when considering the purchase of an item or items from  
24 the state bid list as provided by the Office of

1 Management and Enterprise Services or the General  
2 Services Administration, if the same exact item is  
3 available from a local vendor at or below the price  
4 listed on the state bid list or the General Services  
5 Administration list, the item may be obtained from the  
6 vendor,

7 m. any item or items bid by the Office of Management and  
8 Enterprise Services which may be purchased by the  
9 county, provided the vendor is willing to supply the  
10 item or items to the county at the bid price,

11 n. when a county obtains proceeds from the sale of its  
12 property at a public auction, that county may use  
13 those proceeds to acquire items previously identified  
14 as needed by the county at the same public auction  
15 pursuant to subsection D of Section 1505 of this  
16 title,

17 o. when an item or items have been competitively bid by a  
18 county, or on behalf of a group of counties, provided:

19 (1) the notice to bidders shall list each county  
20 which may participate in the purchase of the item  
21 or items being bid,

22 (2) the notice of bid is advertised, as provided by  
23 law, in each of the counties which may  
24 participate in the purchase of the item or items,

1 (3) all vendors on the list of qualified bidders of  
2 each participating county who offer the item or  
3 items for sale received notice of the bid  
4 request, and

5 (4) the vendor awarded the bid is willing and able to  
6 provide the item or items at the bid price,

7 p. counties may participate in a nationwide purchasing  
8 program sponsored by the national association  
9 representing counties and local cooperative  
10 procurement agreements entered into by the counties  
11 and other local jurisdictions or any other  
12 competitively bid nationwide purchasing program, or

13 q. when the Governor declares an emergency in a county,  
14 the district attorney of that county shall have the  
15 authority to temporarily waive competitive bidding  
16 procedures for purchases that may expedite a response  
17 to the emergency situation. This temporary waiver  
18 shall be in addition to any powers exercised pursuant  
19 to Section 683.11 of Title 63 of the Oklahoma  
20 Statutes.

21 The purchases shall be paid by attaching properly itemized  
22 invoices, as described in Section 1505 of this title, to a purchase  
23 order which has been prepared by the county purchasing agent and  
24

1 submitting both to the county clerk for filing, encumbering, and  
2 consideration for payment by the board of county commissioners;

3 4. Shall not furnish any supplies, materials, equipment, or  
4 other articles, except upon receipt of a requisition signed by a  
5 county officer. Written requisitions will not be required for  
6 blanket purchase orders as provided for in Section 310.8 of Title 62  
7 of the Oklahoma Statutes. Each county officer may designate not  
8 more than two employees who also shall be authorized to sign  
9 requisitions in the absence of the county officer. A written  
10 designation of the employees shall be filed with the county clerk  
11 and shall be entered in the minutes of the board of county  
12 commissioners. The county may designate two individuals who are not  
13 county employees for each of the following entities within the  
14 county to act as receiving and requisitioning officers:

15 a. fire protection districts organized and operated  
16 pursuant to the provisions of Sections 901.1 through  
17 901.29 of this title,

18 b. fire protection services established pursuant to the  
19 provisions of Section 351 of this title,

20 c. volunteer or full-time fire departments established  
21 pursuant to Section 592 of Title 18 of the Oklahoma  
22 Statutes, and

23 d. municipal fire departments organized and operated  
24 pursuant to the provisions of Sections 29-101 through

1                   ~~29-108 and Sections 29-201 through 29-204~~ 29-115 of  
2                   Title 11 of the Oklahoma Statutes.

3           A written designation of these individuals shall be filed with  
4 the county clerk and shall be entered in the minutes of the board of  
5 county commissioners meeting in which the designations are made.  
6 Further, entities described in subparagraphs a, b, c, and d of this  
7 paragraph, choosing to have any nonemployee of the county designated  
8 as a receiving and requisitioning officer shall provide evidence of  
9 blanket bond coverage or employee dishonesty liability insurance for  
10 each such designee;

11           5. Shall make lease or lease-purchase agreements for road  
12 machinery and equipment if the county has adequate funds  
13 appropriated during any fiscal year for such purpose and only after  
14 following the bidding procedures as provided for in Section 1505 of  
15 this title. The term of any lease or lease-purchase agreement  
16 authorized pursuant to this paragraph may be for any period up to  
17 one (1) year; provided, the term shall not extend beyond the end of  
18 any fiscal year, with an option to renew such agreement subject to  
19 the requirement that adequate funds are appropriated during the  
20 fiscal year by the county for such purpose. The Office of the State  
21 Auditor and ~~Inspector's Office~~ Inspector shall be notified by the  
22 county of the terms and conditions of a lease or lease-purchase  
23 agreement authorized pursuant to this paragraph before any such  
24 agreement is made by the county purchasing agent; and



1        6. Shall perform such other duties as may be delegated by the  
2 appointing authority or as may be provided for by law.

3        B. Each department of county government needing repairs to  
4 equipment, machinery, or vehicles shall make estimates and  
5 requisition a purchase order from the county purchasing agent for  
6 repairs not in excess of Ten Thousand Dollars (\$10,000.00). Repairs  
7 in excess of Ten Thousand Dollars (\$10,000.00) shall be submitted on  
8 a blanket purchase order as provided in Section 310.8 of Title 62 of  
9 the Oklahoma Statutes.

10       C. Each department of county government needing repairs to  
11 heavy equipment, meaning equipment in excess of ten thousand  
12 (10,000) pounds, shall make estimates and requisition a purchase  
13 order from the county purchasing agent for repairs not in excess of  
14 Thirty Thousand Dollars (\$30,000.00). Repairs in excess of Thirty  
15 Thousand Dollars (\$30,000.00) shall be submitted on a blanket  
16 purchase order as provided in Section 310.8 of Title 62 of the  
17 Oklahoma Statutes.

18       SECTION 2.        AMENDATORY        19 O.S. 2021, Section 1505, as  
19 amended by Section 3, Chapter 94, O.S.L. 2022 (19 O.S. Supp. 2024,  
20 Section 1505), is amended to read as follows:

21       Section 1505. The following procedures shall be used by  
22 counties for the requisition, purchase, lease-purchase, rental, and  
23 receipt of supplies, materials, road and bridge construction  
24 services, equipment ~~and information technology and telecommunication~~

1 ~~goods,~~ and other services, except for professional services as  
2 defined in Section 803 of Title 18 of the Oklahoma Statutes, for the  
3 maintenance, operation, and capital expenditures of county  
4 government unless otherwise provided for by law.

5 A. The procedure for requisitioning items for county offices  
6 shall be as follows:

7 1. The requesting department shall prepare a requisition form  
8 in triplicate. The requisition shall contain any specifications for  
9 an item as deemed necessary by the requesting department. The form  
10 shall be prescribed by the State Auditor and Inspector;

11 2. The requesting department shall retain a copy of the  
12 requisition and forward the original requisition and a copy to the  
13 county purchasing agent; and

14 3. Upon receipt of the requisition, the county purchasing  
15 agent, within two (2) working days, shall begin the bidding and  
16 purchasing process as provided for in this section. Nothing in this  
17 section shall prohibit the transfer of supplies, materials, or  
18 equipment between county departments upon a written agreement  
19 between county officers.

20 B. The bid procedure for selecting a vendor for the purchase,  
21 lease-purchase, or rental of supplies, materials, equipment, and  
22 ~~information technology and telecommunication goods and services used~~  
23 by a county shall be as follows:

1        1. The county purchasing agent shall request written  
2 recommendations from all county officers pertaining to needed or  
3 commonly used supplies, materials, road and bridge construction  
4 services, equipment, and ~~information technology and~~  
5 ~~telecommunication goods and services~~. From such recommendations and  
6 available requisition, purchase, or inventory records, the county  
7 purchasing agent shall prepare a list of items needed or commonly  
8 used by county officers. The county purchasing agent shall request  
9 from the Purchasing Division or from the Information Services  
10 Division in the case of information technology and telecommunication  
11 goods and services of the Office of Management and Enterprise  
12 Services all contracts quoting the price the state is paying for the  
13 items. The county purchasing agent shall either request the  
14 Purchasing Division or the Information Services Division of the  
15 Office of Management and Enterprise Services, as applicable, to make  
16 the purchase for the county or the county purchasing agent shall  
17 solicit bids for unit prices on the items for periods of not to  
18 exceed twelve (12) months in the manner described in paragraph 2 of  
19 this subsection. If the county purchasing agent receives a  
20 requisition for an item for which the county purchasing agent does  
21 not have a current bid, the county purchasing agent shall request  
22 from the Purchasing Division or the Information Services Division of  
23 the Office of Management and Enterprise Services, as applicable, all  
24 contracts quoting the price the state is paying for the item. The

1 county purchasing agent shall either request the Purchasing Division  
2 or the Information Services Division of the Office of Management and  
3 Enterprise Services, as applicable, to make the purchase for the  
4 county or the county purchasing agent shall solicit bids in the  
5 manner described in paragraph 2 of this subsection. Nothing in this  
6 paragraph shall prohibit bids from being taken on an item currently  
7 on a twelve-month bid list, at any time deemed necessary by the  
8 county purchasing agent. Whenever the county purchasing agent deems  
9 it necessary to take a bid on an item currently on a twelve-month  
10 bid list, the reason for the bid shall be entered into the minutes  
11 of the board of county commissioners;

12 2. Bids shall be solicited by mailing or emailing a notice to  
13 all persons or firms who have made a written request of the county  
14 purchasing agent that they be notified of such bid solicitation and  
15 to all other persons or firms who might reasonably be expected to  
16 submit bids. Notice of solicitation of bids shall also be published  
17 one time in a newspaper of general circulation in the county.  
18 Notices shall be mailed and published at least ten (10) days prior  
19 to the date on which the bids are opened. Proof of the mailing or  
20 emailing shall be made by the affidavit of the person mailing or  
21 emailing the request for bids and shall be made a part of the  
22 official records of the county purchasing agent. The notice shall  
23 specify whether the county will consider written bids, electronic  
24 bids, or both; the decision to exclusively consider either written

1 bids or electronic bids shall be determined pursuant to an  
2 affirmative vote of the board of county commissioners. Whenever any  
3 prospective supplier or vendor dealing in or listing for sale any  
4 particular item or article required to be purchased or acquired by  
5 sealed bids fails to enter or offer a sealed bid for three  
6 successive bid solicitations, the name of the supplier or vendor may  
7 be dropped from the mailing lists of the board of county  
8 commissioners;

9 3. The sealed bids received from vendors and the state contract  
10 price received from the applicable ~~Division~~ division of the Office  
11 of Management and Enterprise Services shall be given to the county  
12 clerk by the county purchasing agent. The county clerk shall  
13 forward the sealed bids and state contract price, if any, to the  
14 board of county commissioners;

15 4. The board of county commissioners, in an open meeting, shall  
16 open the sealed bids and compare them to the state contract price.  
17 The board of county commissioners shall select the lowest and best  
18 bid based upon, if applicable, the availability of material and  
19 transportation cost to the job site within thirty (30) days of the  
20 meeting. For any special item not included on the list of needed or  
21 commonly used items, the requisitioning official shall review the  
22 bids and submit a written recommendation to the board before final  
23 approval. The board of county commissioners shall keep a written  
24 record of the meeting as required by law, and any time the lowest

1 bid was not considered to be the lowest and best bid, the reason for  
2 such conclusion shall be recorded. Whenever the board of county  
3 commissioners rejects the written recommendation of the  
4 requisitioning official pertaining to a special item, the reasons  
5 for the rejection shall be entered in their minutes and stated in a  
6 letter to the requisitioning official and county purchasing agent;

7 5. The county purchasing agent shall notify the successful  
8 bidders and shall maintain a copy of the notification. The county  
9 purchasing agent shall prepare and maintain a vendors list  
10 specifying the successful bidders and shall notify each county  
11 officer of the list. The county purchasing agent may remove any  
12 vendor from such list who refuses to provide goods or services as  
13 provided by contract if the removal is authorized by the board of  
14 county commissioners. The county purchasing agent may make  
15 purchases from the ~~successful~~ remaining bidders for a price at or  
16 below the bid price. ~~If a vendor who is the low bidder cannot or~~  
17 ~~will not sell goods or services as required by a county bid~~  
18 ~~contract, the county purchasing agent may make a one-time purchase~~  
19 ~~from the next lowest or best quote or take quotations as provided in~~  
20 ~~paragraph 6 of this subsection; provided, however, such purchase~~  
21 ~~does not exceed Twenty-five Thousand Dollars (\$25,000.00) as the~~  
22 ~~amount specified in subparagraph a of paragraph 3 of subsection A of~~  
23 ~~Section 1501 of this title; and~~

1       6. When bids have been solicited as provided for by law and no  
2 bids have been received, the procedure shall be as follows:

3           a. the county purchasing agent shall determine if  
4 potential vendors are willing to commit to a firm  
5 price for a reduced period of time, and, if such is  
6 the case, the bid procedure described in this  
7 subsection shall be followed,

8           b. if vendors are not willing to commit to a firm price  
9 for a reduced period, the purchasing agent shall  
10 solicit and record at least three quotes of current  
11 prices available to the county and authorize the  
12 purchase of goods or services based on the lowest and  
13 best quote as it becomes necessary to acquire such  
14 goods or services. The quotes shall be recorded on a  
15 form prescribed by the State Auditor and Inspector and  
16 shall be attached to the purchase order and filed with  
17 the county clerk's copy of the purchase order. Any  
18 time the lowest quote was not considered to be the  
19 lowest and best quote, the reason for this conclusion  
20 shall be recorded by the county purchasing agent and  
21 transmitted to the county clerk, or

22           c. if three quotes are not available, a memorandum to the  
23 county clerk from the county purchasing agent shall  
24 describe the basis upon which a purchase is

1 authorized. The memorandum shall state the reasons  
2 why the price for such a purchase is the lowest and  
3 best under the circumstances. The county clerk shall  
4 then attach the memorandum to the county clerk's copy  
5 of the purchase order and file both in the office of  
6 the county clerk.

7 C. After selection of a vendor, the procedure for the purchase,  
8 lease-purchase, or rental of supplies, materials, road and bridge  
9 construction services, equipment, and information technology and  
10 ~~telecommunication goods and services~~ used by a county shall be as  
11 follows:

12 1. The county purchasing agent shall prepare a purchase order  
13 in quadruplicate and submit it with a copy of the requisition to the  
14 county clerk;

15 2. The county clerk shall then encumber the amount stated on  
16 the purchase order and assign a sequential number to the purchase  
17 order;

18 3. If there is an unencumbered balance in the appropriation  
19 made for that purpose by the county excise board, the county clerk  
20 shall so certify in the following form:

21 "I hereby certify that the amount of this encumbrance has been  
22 entered against the designated appropriation accounts and that this  
23 encumbrance is within the authorized available balance of the  
24 appropriation.



1 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

2 \_\_\_\_\_  
3 County Clerk/Deputy

4 of \_\_\_\_\_ County-".

5 In instances where it is impossible to ascertain the exact amount of  
6 the indebtedness sought to be incurred at the time of recording the  
7 encumbrance, an estimated amount may be used. No purchase order  
8 shall be valid unless signed by the county purchasing agent and  
9 certified by the county clerk; and

10 4. The county clerk shall file the original purchase order and  
11 return three copies to the county purchasing agent who shall file a  
12 copy, retain a copy for the county road and bridge inventory officer  
13 if the purchase order is for the purchase of equipment, supplies, or  
14 materials for the construction or maintenance of roads and bridges,  
15 and submit the other copy to the receiving officer of the requesting  
16 department.

17 D. 1. The procedure for the purchase of supplies, materials,  
18 equipment, and ~~information technology and telecommunication goods~~  
19 ~~and~~ services at public auction or by sealed bid to be used by a  
20 county shall be as follows:

21 a. the county purchasing agent shall prepare a purchase  
22 order in quadruplicate and submit it with a copy of  
23 the requisition to the county clerk,  
24

1           b.    the county clerk shall then encumber the amount stated  
2                   on the purchase order and assign a sequential number  
3                   to the purchase order,

4           c.    if there is an unencumbered balance in the  
5                   appropriation made for that purpose by the county  
6                   excise board, the county clerk shall so certify in the  
7                   following form:

8                   "I hereby certify that the amount of this encumbrance  
9                   has been entered against the designated appropriation  
10                  accounts and that this encumbrance is within the  
11                  authorized available balance of the appropriation.

12                Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

13                               \_\_\_\_\_  
14                               County Clerk/Deputy

15                               of \_\_\_\_\_ County-".

16                In instances where it is impossible to ascertain the  
17                exact amount of the indebtedness sought to be incurred  
18                at the time of recording the encumbrance, an estimated  
19                amount may be used. No purchase order shall be valid  
20                unless signed by the county purchasing agent and  
21                certified by the county clerk, and

22           d.    the county clerk shall file the original purchase  
23                   order and return three copies to the county purchasing  
24                   agent who shall file a copy, retain a copy for the

1 county road and bridge inventory officer if the  
2 purchase order is for the purchase of equipment,  
3 supplies, or materials for the construction or  
4 maintenance of roads and bridges, and submit the other  
5 copy to the receiving officer of the requesting  
6 department.

7 2. The procedure for the purchase of supplies, materials, and  
8 equipment at a public auction when the purchase will be made with  
9 the proceeds from the sale of county property at the same public  
10 auction ~~are~~ is as follows:

- 11 a. the purchasing agent shall cause such items being sold  
12 to be appraised in the manner determined in Section  
13 421.1 of this title,
- 14 b. the county purchasing agent shall prepare a purchase  
15 order in quadruplicate and submit it with a copy of  
16 the requisition to the county clerk,
- 17 c. the county clerk shall then encumber the amount of the  
18 appraised value and any additional funds obligated by  
19 the county on the purchase order and assign a  
20 sequential number to the purchase order,
- 21 d. the county clerk shall certify that the amount of the  
22 encumbrance is equal to the appraised value of the  
23 item being sold plus any additional funds obligated by  
24 the county. In effect, the recording of the

1 encumbrance is an estimate that is authorized by law.  
2 No purchase order shall be valid unless signed by the  
3 county purchasing agent and certified by the county  
4 clerk,

5 e. the county clerk shall file the original purchase  
6 order and return three copies to the county purchasing  
7 agent who shall file a copy, retain a copy for the  
8 county road and bridge inventory officer if the  
9 purchase order is for the purchase of equipment,  
10 supplies, or materials for the construction or  
11 maintenance of roads and bridges, and submit the other  
12 copy to the receiving officer of the requesting  
13 department, and

14 f. a purchase shall not be bid until such time that the  
15 appraised item or items are sold. Any item or items  
16 purchased shall not exceed the appraised value plus  
17 any additional funds obligated by the county or the  
18 actual selling price of the item or items, whichever  
19 is the lesser amount.

20 E. The procedure for the receipt of items shall be as follows:

21 1. A receiving officer for the requesting department shall be  
22 responsible for receiving all items delivered to that department;

23 2. Upon the delivery of an item, the receiving officer shall  
24 determine if a purchase order exists for the item being delivered;

1        3. If no such purchase order has been provided, the receiving  
2 officer shall refuse delivery of the item;

3        4. If a purchase order is on file, the receiving officer shall  
4 obtain a delivery ticket, bill of lading, or other delivery document  
5 and compare it with the purchase order. If any item is back-  
6 ordered, the back order and estimated date of delivery shall be  
7 noted in the receiving report;

8        5. The receiving officer shall complete a receiving report in  
9 quadruplicate which shall state the quantity and quality of goods  
10 delivered. The receiving report form shall be prescribed by the  
11 State Auditor and Inspector. The person delivering the goods shall  
12 acknowledge the delivery by signature, noting the date and time;

13        6. The receiving officer shall file the original receiving  
14 report and submit:

15            a. a copy of the purchase order and a copy of the  
16 receiving report to the county purchasing agent, and

17            b. a copy of the receiving report with the delivery  
18 documentation to the county clerk;

19        7. The county purchasing agent shall file a copy of the  
20 purchase order and a copy of the receiving report;

21        8. Upon receipt of the original receiving report and the  
22 delivery documentation, the county clerk shall maintain a file until  
23 such time as an invoice is received from the vendor;

24

1        9. The invoice shall state the name and address of the vendor  
2 and must be sufficiently itemized to clearly describe each item  
3 purchased, the unit price when applicable, the number or volume of  
4 each item purchased, the total price, the total purchase price, and  
5 the date of the purchase;

6        10. Upon receipt of an invoice, the county clerk shall compare  
7 the following documents:

- 8            a. requisition,
- 9            b. purchase order,
- 10           c. invoice with noncollusion affidavit as required by  
11                law,
- 12           d. receiving report, and
- 13           e. delivery document.

14 The documents shall be available for public inspection during  
15 regular business hours; and

16        11. If the documents conform as to the quantity and quality of  
17 the items, the county clerk shall prepare a warrant for payment  
18 according to procedures provided for by law.

19        F. The following procedures are for the processing of purchase  
20 orders:

21        1. The purchasing agent shall be allowed up to three (3) days  
22 to process purchase orders to be presented to the board of county  
23 commissioners for consideration and payment. Nothing herein shall  
24 prevent the purchasing agent from processing or the board of county

1 commissioners from consideration and payment of utilities, travel  
2 claims, and payroll claims;

3       2. The board of county commissioners shall consider the  
4 purchase orders so presented and act upon the purchase orders, by  
5 allowing in full or in part or by holding for further information or  
6 disallowing the same. The disposition of purchase orders shall be  
7 indicated by the board of county commissioners, showing the amounts  
8 allowed or disallowed, and shall be signed by at least two members  
9 of the board of county commissioners. Any claim held over for  
10 further information shall be acted upon by allowing or disallowing  
11 same at any future meeting of the board held within seventy-five  
12 (75) days from the date of filing of the purchase order. Any  
13 purchase order not acted upon within the seventy-five (75) days from  
14 the date of filing shall be deemed to have been disallowed, but such  
15 disallowance shall not prevent the refiling of the purchase order at  
16 the proper time; and

17       3. Whenever any allowance, either in whole or in part, is made  
18 upon any purchase order presented to the board of county  
19 commissioners and is accepted by the person making the claim, such  
20 allowance shall be a full settlement of the entire purchase order  
21 and provided that the cashing of warrant shall be considered as  
22 acceptance by the claimant.

23       G. The procedure upon consumption or disposal of supplies,  
24 materials, or equipment shall be as follows:

1        1. For consumable road or bridge items or materials, a  
2 quarterly report of the road and bridge projects completed during  
3 such period shall be prepared and kept on file by the consuming  
4 department. The quarterly report may be prepared and kept  
5 electronically by the consuming department. The report shall  
6 contain a record of the date, the place, and the purpose for the use  
7 of the road or bridge items or materials. For purposes of  
8 identifying county bridges, the board of county commissioners shall  
9 number each bridge subject to its jurisdiction; and

10       2. For disposal of all equipment and information technology and  
11 telecommunication goods which originally cost more than Five Hundred  
12 Dollars (\$500.00), resolution of disposal shall be submitted by the  
13 officer on a form prescribed by the Office of the State Auditor and  
14 ~~Inspector's Office~~ Inspector to the board of county commissioners.  
15 The approval of the resolution of disposal shall be entered into the  
16 minutes of the board.

17       H. Inventory forms and reports shall be retained for not less  
18 than two (2) years after all audit requirements for the state and  
19 federal government have been fulfilled and after any pending  
20 litigation involving the forms and reports has been resolved.

21       I. The procedures provided for in this section shall not apply  
22 when a county officer certifies that an emergency exists requiring  
23 an immediate expenditure of funds. Such an expenditure of funds  
24 shall not exceed Five Thousand Dollars (\$5,000.00). The county



1 officer shall give the county purchasing agent a written explanation  
2 of the emergency. The county purchasing agent shall attach the  
3 written explanation to the purchase order. The purchases shall be  
4 paid by attaching a properly itemized invoice, as described in this  
5 section, to a purchase order which has been prepared by the county  
6 purchasing agent and submitting them to the county clerk for filing,  
7 encumbering, and consideration for payment by the board of county  
8 commissioners.

9 J. The county purchasing agent may authorize county purchasing  
10 officers to make acquisitions through the state purchase card  
11 program as authorized by the State Purchasing Director in accordance  
12 with Section 85.5 of Title 74 of the Oklahoma Statutes and defined  
13 in Section 85.2 of Title 74 of the Oklahoma Statutes. ~~Purchase~~  
14 ~~cardholders~~ A purchase cardholder shall sign a purchase card  
15 agreement prior to becoming a cardholder and attend purchase card  
16 procedure training as required by the State Purchasing Director.  
17 Complete descriptions of purchases made by county government  
18 entities shall be published ~~through the state transparency portal~~  
19 ~~pursuant to Section 85.33B of Title 74 of the Oklahoma Statutes, and~~  
20 as warrants required to be published pursuant to Sections 444 and  
21 445 of this title.

22 K. Nothing in this section shall prohibit counties from  
23 providing material and/or services bids on the twelve-month bid list  
24 to all road and bridge projects and contracts. All non-road and

1 bridge related construction contracts shall refer to subsection A of  
2 Section 103 of Title 61 of the Oklahoma Statutes.

3 SECTION 3. This act shall become effective November 1, 2025.

4

5 COMMITTEE REPORT BY: COMMITTEE ON GOVERNMENT OVERSIGHT, dated  
6 04/22/2025 - DO PASS.

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24