

MEETING NOTICE / FINAL AGENDA
OKLAHOMA CONSERVATION COMMISSION
Agriculture Building Board Room • 2800 N. Lincoln • Oklahoma City, Oklahoma
Monday, December 4, 2017 - 9:30 a.m.

1. Call to Order.
2. Roll call.
3. Pledge of Allegiance.
4. Discussion and possible approval of the November 6, 2017 regular meeting minutes.
5. Discussion and possible approval of Claims, Financial Statement and Purchase Card Summary (Exhibit #1).
6. Recognition of Commission employees:
 Wes Shockley, Water Quality Monitoring Specialist, for 25 years of service
7. Presentation of Commission Agreements (Exhibit #2):
 Discussion and possible approval of the following new agreements:
 - a. Natural Resources Conservation Service (OCC-535) to allow for construction of Lower Bayou Site 12 watershed dam in Love County.
 - b. Oklahoma State University (OCC-536) to provide support to OSU to complete the EPA 104(b)(3) grant “Validation of the Oklahoma Rapid Assessment Method (OKRAM)” by facilitating landowner contacts, advising project development and modification, and consultation on OKRAM development.
 Discussion and possible approval of the following amended agreement:
 - c. Kansas Department of Health and Environment (OCC-438) to provide support to KS Dept. of Health and Environment for the WRAP’s Coordinator overseeing the Neosho Basin RCPP in Kansas. **The amendment extends the agreement to December 31, 2018.**
 - d. Natural Resources Conservation Service (OCC- 402) will provide engineering services and technical assistance to the sponsor for construction management activities of the rehabilitation of Upper Black Bear Creek Site 62 located near the town of Perry in Noble County. **The amendment extends the agreement to September 30, 2018.**
8. Out of State Travel Requests (Exhibit #3):
 Discussion and possible approval of the following request:
 - a. National Association of Conservation Districts Annual Meeting, January 27-31, 2018, Nashville, Tennessee.

9. Discussion and possible approval of Recommendations for Appointment of Conservation District Director (Exhibit #4).
10. Discussion and possible approval of Commission purchasing policy (Exhibit #5).
11. Public Comments.
12. New Business.
13. Break (at option of the Chair)
14. Partnership Reports:
 - a. Oklahoma Department of Agriculture, Food and Forestry
 - b. USDA-Natural Resources Conservation Service
 - c. Oklahoma Association of Conservation Districts
15. Status Reports:
 - a. Oklahoma Conservation Commission Members
 - b. Oklahoma Conservation Commission Staff
 1. Trey Lam, Executive Director
 2. Shanon Phillips, Water Quality Director
 3. Mike Sharp, Office of Geographic Information and Technical Services Director
 4. Robert Toole, Abandoned Mine Land Program Director
 5. Tammy Sawatzky, Conservation Programs Director
 6. Lisa Knauf Owen, Assistant Director
16. Next Meeting: Monday, January 8, 2018, Agriculture Building Board Room, 2800 N. Lincoln Boulevard, Oklahoma City, Oklahoma at 9:30 a.m.
17. Adjournment.

NOTE: Following adjournment, Commission members will attend a luncheon hosted by the Oklahoma Association of Conservation Districts in the Agriculture Building Atrium.

MINUTES

CALL TO ORDER

The Oklahoma Conservation Commission met Monday, November 6, 2017, at the Agriculture Building Board Room located at 2800 N. Lincoln in Oklahoma City, Oklahoma. The meeting was called to order at 9:30 a.m. by Chairman Deanna LeGrand. She stated this was a Re-scheduled Regular Meeting filed in accordance with the Open Meeting Law, Title 25, Oklahoma Statutes, Sections 301 and following as amended. The agenda for this meeting was posted on Tuesday, October 24, 2017, at the front entrance of the building.

ROLL CALL

Lisa Knauf Owen, Assistant Director, took roll call and the following members were in attendance:

Deanna LeGrand, Chair, Area 4 Member
Bill Clark, Jr., Vice Chair, Area 5 Member
Karl Jett, Secretary, Area 1 Member
Phil Campbell, Area 2 Member
Scotty Herriman, Area 3 Member

Others in attendance were:

Trey Lam, Executive Director
Lisa Knauf Owen, Assistant Director
Shanon Phillips, Water Quality Division Director
Tammy Sawatzky, Conservation Programs Division Director
Robert Toole, Abandoned Mine Land Division Director
Mike Sharp, Office of Geographic Information and Technical Services Director
Janet Stewart, General Counsel
Greg Kloxin, Water Quality Division Assistant Director
Ed Crall, Water Quality Division Finance and Implementation Director
Karla Spinner, Water Quality Division Environmental Scientist / Records Manager
Jeremy Seiger, Oklahoma Department of Agriculture, Food and Forestry Director of
Agriculture and Environmental Management Services Division
Nancy Tackett, Oklahoma Department of Agriculture Comptroller
Gary O'Neill, Natural Resources Conservation Service State Conservationist
Sarah Blaney, Oklahoma Association of Conservation Districts Executive Director
Bob Moore, Hillary Communications

PLEDGE OF ALLEGIANCE

Mr. Jett led the group in the Pledge of Allegiance.

MINUTES OF PREVIOUS REGULAR MEETING

A motion was made by Mr. Clark and seconded by Mr. Campbell to approve the minutes of the October 9, 2017 Commission meeting as corrected. Those voting aye were: Jett, Campbell, Clark, Herriman and LeGrand. Nay votes: none. Motion carried.

CLAIMS/FINANCIAL STATEMENT

Nancy Tackett, Oklahoma Department of Agriculture Comptroller, presented the claims and financial statement as listed in Exhibit #1. A motion was made by Mr. Herriman and

seconded by Mr. Jett to approve the claims and financial statement. Those voting aye were: Jett, Campbell, Clark, Herriman and LeGrand. Nay votes: none. Motion carried.

STAFF RECOGNITION

Karla Spinner, Water Quality Division Environmental Scientist / Records Manager, presented Mike Sharp, Office of Geographic Information and Technical Services Director for recognition as Employee of the Quarter.

PRESENTATION OF AGREEMENTS

Lisa Knauf Owen, Assistant Director, presented a new agreement for ratification listed as item "a" in Exhibit #2. She recommended ratification of the agreement approved by Chair LeGrand. A motion was made by Mr. Clark and seconded by Mr. Campbell to approve the agreement in Exhibit #2 as presented. Those voting aye were: Jett, Campbell, Clark, Herriman and LeGrand. Nay votes: none. Motion carried.

NATIONAL ASSOCIATION OF CONSERVATION DISTRICT ANNUAL MEETING

The Commission discussed attendance to the National Association of Conservation District (NACD) annual meeting in Nashville, TN, January 27-31, 2018. Mr. Herriman recommended that the Commission send a maximum of three Commissioners to the meeting. Mr. Lam, Executive Director, asked that Commissioners check their schedules and the item will be placed on the December agenda for consideration. No action required.

OUT OF STATE TRAVEL REQUESTS

Trey Lam, Executive Director, presented out of state travel requests for approval as listed in Exhibit #3. A motion was made by Mr. Herriman and seconded by Mr. Jett to approve the travel request as listed. Those voting aye were: Jett, Campbell, Clark, Herriman and LeGrand. Nay votes: none. Motion carried.

RECOMMENDATIONS FOR APPOINTMENT

Ms. Knauf Owen presented the recommendations for appointment of conservation district directors as listed in Exhibit #4. A motion was made by Mr. Clark and seconded by Mr. Campbell to approve district director appointments as listed. Those voting aye were: Jett, Campbell, Clark, Herriman and LeGrand. Nay votes: none. Motion carried.

CONSERVATION COMMISSION MEETINGS FOR CALENDAR YEAR 2018

Ms. Knauf Owen presented the proposed calendar of scheduled meetings for 2018 as listed in Exhibit #5. She provided two possible dates for the July meeting due to the holiday. After discussion, a motion was made by Mr. Campbell and seconded by Mr. Jett, to approve the schedule as listed with the July meeting scheduled for Monday, July 9. Those voting aye were: Jett, Campbell, Clark, Herriman and LeGrand. Nay votes: none. Motion carried.

OKLAHOMA ASSOCIATION OF CONSERVATION DISTRICTS ANNUAL MEETING

Mr. Lam noted that each year the Commission co-sponsors the annual meeting for conservation districts along with our partner, Oklahoma Association of Conservation Districts. Mr. Lam indicated that co-sponsorship entails staff time with planning for the meeting, arranging for speakers and presenters, as well as, attendance at the meeting. A motion was made by Mr. Campbell and seconded by Mr. Jett to co-sponsor the 2018 annual meeting of the Oklahoma

Association of Conservation Districts. Those voting aye were: Jett, Campbell, Clark, Herriman and LeGrand. Nay votes: none. Motion carried.

TRANSFER OF CONSERVATION DISTRICT LANDS

Ms. Stewart, General Council, presented the Administrative Order and Report of the Conservation Commission regarding the approval of the transfer of conservation district lands plan submitted by and between the Cimarron Valley Conservation District Board and the Kingfisher County Conservation District Board as listed in Exhibit #6. Ms. Stewart explained that this plan cleans up the district boundary, moving Kingfisher County lands held in Cimarron Valley Conservation District to the Kingfisher County Conservation District. She noted that there are no pending cost-share projects or flood control structures associated with these lands. After discussion, a motion was made by Mr. Jett and seconded by Mr. Herriman to approve the Transfer of District Lands Plan as presented. Those voting aye were: Jett, Campbell, Clark, Herriman and LeGrand. Nay votes: none. Motion carried.

CONSOLIDATION OF CIMARRON VALLEY CONSERVATION DISTRICT AND BLAINE COUNTY CONSERVATION DISTRICT

Ms. Stewart presented the Administrative Order and Report of the Conservation Commission regarding the approval of the New District Consolidation Plan submitted by and between the Cimarron Valley Conservation District Board and the Blaine County Conservation District Board as listed in Exhibit #7. The consolidation would result in a new Blaine County Conservation District effective January 1, 2018. Ms. Stewart explained that the consolidation will result in a new board being formed with one member from the former Cimarron Valley Conservation District becoming a member and one Blaine County board member going off the board. Ms. Stewart also thanked the Chair of the Cimarron Valley board, Terry Strader, for his diligence in moving this process forward and hard work to clean out the district office. After discussion a motion was made by Mr. Herriman and seconded by Mr. Campbell to approve the consolidation plan as submitted. Those voting aye were: Jett, Campbell, Clark, Herriman and LeGrand. Nay votes: none. Motion carried.

Mr. Herriman commended Ms. Stewart for her work in shepherding this process to completion.

PUBLIC COMMENTS

There were no requests for public comments.

NEW BUSINESS

There was no new business presented.

CONSERVATION PARTNERSHIP REPORTS

Oklahoma Department of Agriculture, Food and Forestry:, Jeremy Seiger, Oklahoma Department of Agriculture, Food and Forestry Director of Agriculture and Environmental Management Services Division reported that staff was having ongoing discussions about the revising the rules on control of musk thistle. Mr. Lam inquired on the possibility of working with landowners to develop a control plan, similar to a conservation plan, for eradication of the invasive species.

USDA-Natural Resources Conservation Service: Gary O'Neill, Natural Resources Conservation Service State Conservationist reported on the following items:

- a Pathways announcement has gone out announcing 7 college intern positions in

Oklahoma, two of which are engineering positions. He indicated that this was the process used for recruiting new employees.

- payments are currently being processed for Conservation Stewardship Program (CSP) contracts

- Department reorganization is continuing with possible consolidation of Human Resources, procurement and other agency functions.

- the confirmation of Bill Northey as USDA Under Secretary for Farm Production and Conservation has not yet happened.

- currently have 14 shared positions across Oklahoma through agreements with the Conservation Commission and other partners.

- received notice that the agency will need to reduce the number of vehicles (approximately 25 to 30) in the fleet by the end of the calendar year as well as develop a new memorandum of understanding with Farm Service Agency for sharing of vehicles.

- there has been no programmatic announcement for allocation of funds for EQIP or CSP.

- held the state technical committee meeting last week; discussed the need for submission of technology grants for the statewide funding pool of Conservation Innovation Grants.

Oklahoma Association of Conservation Districts: Sarah Blaney, Oklahoma Association of Conservation Districts Executive Director reported on the following items:

- held the first area meeting in Area 4 and have 126 registrations for the Area 3 meeting;

- had the first gleaning at Lam Farms for the Farm to Food Bank project;

- OACD will host the annual partnership luncheon following next month's Commission meeting.

OKLAHOMA CONSERVATION COMMISSION MEMBERS

Mr. Campbell had nothing to report this month.

Mr. Clark reported that he had been working on the formation of the conservation foundation.

Mr. Jett reported that he had attended the Governor's Water Conference. He noted that it was good to see agriculture represented well at the conference.

Mr. Herriman reported that he had been harvesting rye and soybeans. He also noted that he was assisting in the search for a new OACD Area 3 director.

Ms. LeGrand reported on her attendance at the Governor's Water Conference and the OACD Area 4 meeting. She commended Grady County Conservation District for hosting a good meeting.

OKLAHOMA CONSERVATION COMMISSION STAFF

Executive Director: Trey Lam, reported that staff was working on a purchasing policy for the agency that will be presented to the Commission for approval next month. He also thanked Julie Cunningham, Executive Director for the Oklahoma Water Resources Board for including agriculture and conservation so prominently on the agenda of the Governor's Water Conference. Mr. Lam reported that he had attended the Coal County and Noble County Conservation District Board meetings and the Pittsburg County Conservation District Banker's Award program. He

also noted that he participated in the Department of Agriculture Board tour of Lake Humphreys in Stephens County, the first multi-purpose flood control structure build in the country. Mr. Lam also reported on attending the initial planning meeting for the rehabilitation of Cottonwood Site 54 in Logan County. Mr. Lam took opportunity to thank the Department of Agriculture for staff participation in the OACD area meetings.

Water Quality Program: Shanon Phillips, Director, stated that a written report is in the packet. She highlighted that the Clean Water State Revolving Fund partnership with the Oklahoma Water Resources Board, Team Up to Clean Up Eufaula, Grand River Dam Authority, and Lake McMurry received an EPA Pisces Award for Recognized Excellence. She also stated that at the EPA Region 6 End of Year Review, the Oklahoma 319 Program was noted to be in good standing and that Region 6 had expressed appreciation for the OCC/Office of Secretary of Energy and Environment partnership. She echoed several Commissioners' comments related to the importance of the inclusion of agriculture's contributions to water conservation efforts at the 2017 Governor's Water Conference. Ms. Phillips responded to a question regarding the Keep Oklahoma Beautiful Environmental Achievement Awards and confirmed that several OCC and conservation district partnerships were finalists at the awards. Ms. Phillips promised to summarize this for Commissioner Jett and share details of the event.

Office of Geographic Information and Technical Services: Mike Sharp, OGITS Director, noted that a report was in the packet and that it had been a routine month of activities. Dr. Sharp shared with Commissioners use statistics for OK maps.

Abandoned Mine Land Reclamation Program: Robert Toole, Abandoned Mine Lands Reclamation Program Director, stated that a written report was in the Commissioner's packet. Mr. Toole summarized the report stating that construction was progressing on two projects, vegetation was being managed on two projects, one project was being monitored for maintenance; four projects were in the design phase; two projects had been completed and the file closed; realty research and rights-of-entry were being pursued on four sites; a request to Office of Surface Mining Reclamation and Enforcement (OSMRE) for an Authorization to Proceed with construction has been submitted for one project, and; an Authorization to Proceed with construction was received for one project. Mr. Toole concluded by saying that the OSMRE had requested the assistance of the Oklahoma AML Program to perform maintenance on an AML project on Cherokee Nation land that OSMRE had reclaimed several years ago. AML Program assistance was needed to involve private land that joined the previously reclaimed site in order to adequately perform the needed maintenance. Toole reported that a draft cooperative agreement had been submitted to OSMRE that involved OSMRE, Oklahoma AML, the Muskogee County Conservation District and the Cherokee Nation and that a right-of-entry had already been obtained by Oklahoma AML. Funding for the cooperative agreement was pending from OSMRE.

Conservation Programs: Tammy Sawatzky, Director, stated a written report is in the packet and she is happy to address any questions Commissioners may have.

Assistant Director: Ms. Knauf Owen reported that a selection had been made for the Public Information Officer position. Mr. Christopher Cox will begin work on Monday, November 20. Ms. Knauf Owen also noted that she had been preparing presentations for the area meetings. Ms. Knauf Owen continues to work with new hire in Hughes and Pontotoc County. She also reported

that the agency continues to work closely with Department of Agriculture to continue the transition of Human Resource and Financial Management functions.

NEXT MEETING

The next regular meeting of the Oklahoma Conservation Commission will be held on Monday, December 6, 2017, in the Agriculture Building Board Room, 2800 N. Lincoln Boulevard, Oklahoma City, Oklahoma beginning at 9:30 a.m.

ADJOURNMENT

There being no further business Ms. LeGrand declared the meeting adjourned. The meeting adjourned at 11:00 a.m.

Approved by the Oklahoma Conservation Commission on December 4, 2017.

Chair

OKLAHOMA CONSERVATION COMMISSION
CLAIMS REGISTER BY PROGRAM
FOR THE PERIOD OF OCTOBER 24, 2017 THRU NOVEMBER 21, 2017

Voucher	Fund Class	Department	Date	Amount	Account	Payee
Employee Withholdings/Retirement/Insurance						
53699	19801	3000002	10/31/2017	\$ 35,060.17	513250 OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS	
53734	19801	3000002	11/13/2017	\$ 4,555.20	513250 OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS	
53700	25000	3000002	10/31/2017	\$ 111,369.02	512110 STATE & EDUC EMPL GRP INS BD	
53768	40000	3000002	11/15/2017	\$ 85,367.93	512110 STATE & EDUC EMPL GRP INS BD	
53699	70000	3000002	10/31/2017	\$ 18,038.42	513250 OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS	
53700	70000	3000002	10/31/2017	\$ 9,927.41	512110 STATE & EDUC EMPL GRP INS BD	
53735	70000	3000002	11/13/2017	\$ 997.16	512110 AMERICAN FIDELITY ASSURANCE	
53752	70000	3000002	11/13/2017	\$ 2,853.03	512120 AFLAC	
53768	70000	3000002	11/15/2017	\$ 26,141.04	512110 STATE & EDUC EMPL GRP INS BD	
				\$ 294,309.38	Employee Withholdings/Retirement/Insurance	
Administration						
53609	19801	1000001	10/24/2017	\$ 238.72	519130 OFFICE OF MANAGEMENT & ENTERPRISE SVCS	
53724	19801	1000001	11/2/2017	\$ 185,080.95	548110 CAPITOL IMPROVEMENT AUTHORITY	
53755	19801	1000001	11/13/2017	\$ 437.50	532130 BANK OF AMERICA	
53755	19801	1000001	11/13/2017	\$ 2,091.60	522130 BANK OF AMERICA	
53755	19801	1000001	11/13/2017	\$ 54.00	552140 BANK OF AMERICA	
53698	19801	1000001	11/20/2017	\$ 359.00	532142 OFFICE OF MANAGEMENT & ENTERPRISE SVCS	
53698	19801	1000001	11/20/2017	\$ 29.05	522113 OFFICE OF MANAGEMENT & ENTERPRISE SVCS	
53698	19801	1000001	11/20/2017	\$ 91.74	534290 OFFICE OF MANAGEMENT & ENTERPRISE SVCS	
53713	19801	1000001	11/20/2017	\$ 291.70	515610 OFFICE OF MANAGEMENT & ENTERPRISE SVCS	
53715	40000	1000001	11/13/2017	\$ 1,275.00	522150 NASCA	
53657	40000	1000004	10/24/2017	\$ 430.75	521230 SHARP,WILLIAM M	
				\$ 190,380.01	Administration	
Watershed Operation & Maintenance						
53718	19711	2000001	11/2/2017	\$ 114.75	521230 MOORE,GEORGE F	
53698	19711	2000001	11/20/2017	\$ 473.00	532141 OFFICE OF MANAGEMENT & ENTERPRISE SVCS	
53698	19711	2000001	11/20/2017	\$ 16.40	522113 OFFICE OF MANAGEMENT & ENTERPRISE SVCS	
53755	19801	2000001	11/13/2017	\$ 650.48	522130 BANK OF AMERICA	
53755	19801	2000001	11/13/2017	\$ 37.77	531370 BANK OF AMERICA	
53755	19801	2000001	11/13/2017	\$ 53.99	531350 BANK OF AMERICA	
53658	24500	2000001	10/24/2017	\$ 214.65	555170 GRADY COUNTY CONSERVATION DIST	
53659	24500	2000001	10/24/2017	\$ 1,454.45	555170 GRADY COUNTY CONSERVATION DIST	
53661	24500	2000001	10/24/2017	\$ 78.75	555170 NOBLE COUNTY CONSERVATION DISTRICT	
53662	24500	2000001	10/24/2017	\$ 62.00	555170 NOBLE COUNTY CONSERVATION DISTRICT	
53628	24500	2000001	10/31/2017	\$ 23.78	531360 CENTERPOINT ENERGY	
53665	24500	2000001	10/31/2017	\$ 61.57	531370 PUBLIC SERVICE COMPANY OF OKLAHOMA	
53702	24500	2000001	11/2/2017	\$ 697.97	555170 UPPER WASHITA CONSERVATION DISTRICT	
53703	24500	2000001	11/2/2017	\$ 271.71	555170 GARVIN CONSERVATION DISTRICT	
53704	24500	2000001	11/2/2017	\$ 3,577.50	555170 CUSTER COUNTY CONSERVATION DISTRICT	

Voucher	Fund Class	Department	Date	Amount	Account	Payee
53729	24500	2000001	11/2/2017	\$ 287.91	555170	SOUTH CADDO CONS DISTRICT
53666	24500	2000001	11/6/2017	\$ 106.23	531370	PUBLIC SERVICE COMPANY OF OKLAHOMA
53741	24500	2000001	11/13/2017	\$ 78.75	555170	GARFIELD CO CONSERVATION DISTRICT
53742	24500	2000001	11/13/2017	\$ 91.50	555170	UPPER WASHITA CONSERVATION DISTRICT
53755	24500	2000001	11/13/2017	\$ 203.18	531130	BANK OF AMERICA
53755	24500	2000001	11/13/2017	\$ 139.44	531370	BANK OF AMERICA
53755	24500	2000001	11/13/2017	\$ 2,089.40	522130	BANK OF AMERICA
53755	24500	2000001	11/13/2017	\$ 55.17	531370	BANK OF AMERICA
53736	40000	2000001	11/13/2017	\$ 82,372.00	555170	TALIHINA CONSERVATION DISTRICT
53753	40000	2000001	11/14/2017	\$ 346,564.96	545110	YOUNGS GENERAL CONTRACTING INC

\$ 439,777.31 **Watershed Operation & Maintenance**

Watershed Rehabilitation

53701 40000 2000003 11/2/2017 \$ 3,994.50 555170 PONTOTOC COUNTY C D

\$ 3,994.50 **Watershed Rehabilitation**

Field Services

53661	19801	3000001	10/24/2017	\$ 2,600.08	555170	NOBLE COUNTY CONSERVATION DISTRICT
53661	19801	3000001	10/24/2017	\$ 2,107.05	555170	NOBLE COUNTY CONSERVATION DISTRICT
53661	19801	3000001	10/24/2017	\$ 1,777.20	555170	NOBLE COUNTY CONSERVATION DISTRICT
53661	19801	3000001	10/24/2017	\$ 139.83	555170	NOBLE COUNTY CONSERVATION DISTRICT
53661	19801	3000001	10/24/2017	\$ 495.19	555170	NOBLE COUNTY CONSERVATION DISTRICT
53661	19801	3000001	10/24/2017	\$ 71.44	555170	NOBLE COUNTY CONSERVATION DISTRICT
53661	19801	3000001	10/24/2017	\$ 122.55	555170	NOBLE COUNTY CONSERVATION DISTRICT
53663	19801	3000001	10/24/2017	\$ 2,603.80	555170	OKFUSKEE COUNTY CONSERVATION DISTRICT
53663	19801	3000001	10/24/2017	\$ 2,487.57	555170	OKFUSKEE COUNTY CONSERVATION DISTRICT
53614	19801	3000001	10/31/2017	\$ 2,586.80	555170	MCCLAIN COUNTY CONSERVATION DISTRICT
53614	19801	3000001	10/31/2017	\$ 1,489.45	555170	MCCLAIN COUNTY CONSERVATION DISTRICT
53614	19801	3000001	10/31/2017	\$ 102.76	555170	MCCLAIN COUNTY CONSERVATION DISTRICT
53614	19801	3000001	10/31/2017	\$ 77.10	555170	MCCLAIN COUNTY CONSERVATION DISTRICT
53614	19801	3000001	10/31/2017	\$ 20.00	555170	MCCLAIN COUNTY CONSERVATION DISTRICT
53675	19801	3000001	10/31/2017	\$ 2,321.39	555170	PAYNE COUNTY CONSERVATION DISTRICT
53675	19801	3000001	10/31/2017	\$ 1,600.00	555170	PAYNE COUNTY CONSERVATION DISTRICT
53675	19801	3000001	10/31/2017	\$ 139.83	555170	PAYNE COUNTY CONSERVATION DISTRICT
53675	19801	3000001	10/31/2017	\$ 70.00	555170	PAYNE COUNTY CONSERVATION DISTRICT
53675	19801	3000001	10/31/2017	\$ 101.00	555170	PAYNE COUNTY CONSERVATION DISTRICT
53676	19801	3000001	10/31/2017	\$ 2,541.88	555170	CLEVELAND COUNTY CONSERVATION DISTRICT
53676	19801	3000001	10/31/2017	\$ 550.00	555170	CLEVELAND COUNTY CONSERVATION DISTRICT
53677	19801	3000001	10/31/2017	\$ 2,108.26	555170	ALFALFA COUNTY CONSERVATION DISTRICT
53678	19801	3000001	10/31/2017	\$ 1,654.30	555170	KIAMICHI CONSERVATION DISTRICT
53678	19801	3000001	10/31/2017	\$ 2,723.03	555170	KIAMICHI CONSERVATION DISTRICT
53678	19801	3000001	10/31/2017	\$ 1,143.24	555170	KIAMICHI CONSERVATION DISTRICT
53679	19801	3000001	10/31/2017	\$ 76.55	555170	WAGONER COUNTY CONSERVATION DIST NO 22
53679	19801	3000001	10/31/2017	\$ 139.83	555170	WAGONER COUNTY CONSERVATION DIST NO 22
53679	19801	3000001	10/31/2017	\$ 2,750.35	555170	WAGONER COUNTY CONSERVATION DIST NO 22
53679	19801	3000001	10/31/2017	\$ 75.85	555170	WAGONER COUNTY CONSERVATION DIST NO 22
53680	19801	3000001	10/31/2017	\$ 550.00	555170	ARBUCKLE CONSERVATION DISTRICT
53680	19801	3000001	10/31/2017	\$ 40.06	555170	ARBUCKLE CONSERVATION DISTRICT
53680	19801	3000001	10/31/2017	\$ 0.73	555170	ARBUCKLE CONSERVATION DISTRICT
53680	19801	3000001	10/31/2017	\$ 78.17	555170	ARBUCKLE CONSERVATION DISTRICT

Voucher	Fund Class	Department	Date	Amount	Account	Payee
53687	19801	3000001	10/31/2017	\$ 183.68	555170	BRYAN CONSERVATION DISTRICT
53687	19801	3000001	10/31/2017	\$ 34.34	555170	BRYAN CONSERVATION DISTRICT
53687	19801	3000001	10/31/2017	\$ 59.23	555170	BRYAN CONSERVATION DISTRICT
53687	19801	3000001	10/31/2017	\$ 850.00	555170	BRYAN CONSERVATION DISTRICT
53688	19801	3000001	10/31/2017	\$ 2,207.89	555170	COAL COUNTY CONSERVATION DISTRICT NO 19
53688	19801	3000001	10/31/2017	\$ 2,170.05	555170	COAL COUNTY CONSERVATION DISTRICT NO 19
53688	19801	3000001	10/31/2017	\$ 286.29	555170	COAL COUNTY CONSERVATION DISTRICT NO 19
53688	19801	3000001	10/31/2017	\$ 1,614.75	555170	COAL COUNTY CONSERVATION DISTRICT NO 19
53688	19801	3000001	10/31/2017	\$ 33.74	555170	COAL COUNTY CONSERVATION DISTRICT NO 19
53689	19801	3000001	10/31/2017	\$ 2,095.99	555170	BEAVER COUNTY CONSERVATION DISTRICT
53689	19801	3000001	10/31/2017	\$ 757.86	555170	BEAVER COUNTY CONSERVATION DISTRICT
53690	19801	3000001	10/31/2017	\$ 1,944.06	555170	MCINTOSH COUNTY CONSERVATION DISTRICT
53693	19801	3000001	10/31/2017	\$ 1,933.22	555170	UPPER WASHITA CONSERVATION DISTRICT
53693	19801	3000001	10/31/2017	\$ 936.56	555170	UPPER WASHITA CONSERVATION DISTRICT
53693	19801	3000001	10/31/2017	\$ 124.76	555170	UPPER WASHITA CONSERVATION DISTRICT
53693	19801	3000001	10/31/2017	\$ 139.83	555170	UPPER WASHITA CONSERVATION DISTRICT
53693	19801	3000001	10/31/2017	\$ 2,316.18	555170	UPPER WASHITA CONSERVATION DISTRICT
53693	19801	3000001	10/31/2017	\$ 269.99	555170	UPPER WASHITA CONSERVATION DISTRICT
53714	19801	3000001	11/2/2017	\$ 71.44	515560	OKLAHOMA STATE UNIVERSITY
53725	19801	3000001	11/2/2017	\$ 2,001.43	555170	TULSA COUNTY CONSERVATION DISTRICT
53729	19801	3000001	11/2/2017	\$ 2,602.52	555170	SOUTH CADDO CONS DISTRICT
53729	19801	3000001	11/2/2017	\$ 2,544.38	555170	SOUTH CADDO CONS DISTRICT
53729	19801	3000001	11/2/2017	\$ 2,034.59	555170	SOUTH CADDO CONS DISTRICT
53729	19801	3000001	11/2/2017	\$ 258.16	555170	SOUTH CADDO CONS DISTRICT
53730	19801	3000001	11/6/2017	\$ 1,952.91	555170	LINCOLN COUNTY CONSERVATION DISTRICT
53730	19801	3000001	11/6/2017	\$ 2,406.03	555170	LINCOLN COUNTY CONSERVATION DISTRICT
53730	19801	3000001	11/6/2017	\$ 775.00	555170	LINCOLN COUNTY CONSERVATION DISTRICT
53756	19801	3000001	11/14/2017	\$ 174.65	555170	NORTH CADDO CONSERVATION DISTRICT
53756	19801	3000001	11/14/2017	\$ 1,939.78	555170	NORTH CADDO CONSERVATION DISTRICT
53756	19801	3000001	11/14/2017	\$ 86.71	555170	NORTH CADDO CONSERVATION DISTRICT
53756	19801	3000001	11/14/2017	\$ 33.50	555170	NORTH CADDO CONSERVATION DISTRICT
53758	19801	3000001	11/14/2017	\$ 2,345.76	555170	GREER COUNTY CONSERVATION DIST
53757	19801	3000001	11/14/2017	\$ 2,541.36	555170	CREEK COUNTY CONSERVATION DISTRICT
53757	19801	3000001	11/14/2017	\$ 1,860.95	555170	CREEK COUNTY CONSERVATION DISTRICT
53758	19801	3000001	11/14/2017	\$ 114.46	555170	GREER COUNTY CONSERVATION DIST
53758	19801	3000001	11/14/2017	\$ 990.38	555170	GREER COUNTY CONSERVATION DIST
53758	19801	3000001	11/14/2017	\$ 31.79	555170	GREER COUNTY CONSERVATION DIST
53759	19801	3000001	11/14/2017	\$ 2,097.24	555170	OKMULGEE COUNTY CONSERVATION DISTRICT
53759	19801	3000001	11/14/2017	\$ 2,077.34	555170	OKMULGEE COUNTY CONSERVATION DISTRICT
53759	19801	3000001	11/14/2017	\$ 57.34	555170	OKMULGEE COUNTY CONSERVATION DISTRICT
53760	19801	3000001	11/14/2017	\$ 2,762.62	555170	MAJOR COUNTY CONSERVATION DISTRICT
53760	19801	3000001	11/14/2017	\$ 2,680.69	555170	MAJOR COUNTY CONSERVATION DISTRICT
53760	19801	3000001	11/14/2017	\$ 24.00	555170	MAJOR COUNTY CONSERVATION DISTRICT
53761	19801	3000001	11/14/2017	\$ 2,810.93	555170	CRAIG COUNTY CONSERVATION DISTRICT
53761	19801	3000001	11/14/2017	\$ 2,118.66	555170	CRAIG COUNTY CONSERVATION DISTRICT
53761	19801	3000001	11/14/2017	\$ 3,014.20	555170	CRAIG COUNTY CONSERVATION DISTRICT
53762	19801	3000001	11/14/2017	\$ 2,623.96	555170	ROGERS COUNTY CONSERVATION DISTRICT
53762	19801	3000001	11/14/2017	\$ 3,764.50	555170	ROGERS COUNTY CONSERVATION DISTRICT
53762	19801	3000001	11/14/2017	\$ 2,589.11	555170	ROGERS COUNTY CONSERVATION DISTRICT
53762	19801	3000001	11/14/2017	\$ 930.37	555170	ROGERS COUNTY CONSERVATION DISTRICT
53762	19801	3000001	11/14/2017	\$ 1,817.13	555170	ROGERS COUNTY CONSERVATION DISTRICT
53762	19801	3000001	11/14/2017	\$ 140.00	555170	ROGERS COUNTY CONSERVATION DISTRICT
53763	19801	3000001	11/14/2017	\$ 800.00	555170	CHEROKEE COUNTY CONSERVATION DISTRICT

Voucher	Fund Class	Department	Date	Amount	Account	Payee
53763	19801	3000001	11/14/2017	\$ 139.83	555170	CHEROKEE COUNTY CONSERVATION DISTRICT
53763	19801	3000001	11/14/2017	\$ 822.31	555170	CHEROKEE COUNTY CONSERVATION DISTRICT
53763	19801	3000001	11/14/2017	\$ 55.60	555170	CHEROKEE COUNTY CONSERVATION DISTRICT
53764	19801	3000001	11/14/2017	\$ 2,744.57	555170	ATOKA COUNTY CONSERVATION DISTRICT
53764	19801	3000001	11/14/2017	\$ 2,173.14	555170	ATOKA COUNTY CONSERVATION DISTRICT
53764	19801	3000001	11/14/2017	\$ 69.48	555170	ATOKA COUNTY CONSERVATION DISTRICT
53764	19801	3000001	11/14/2017	\$ 239.87	555170	ATOKA COUNTY CONSERVATION DISTRICT
53764	19801	3000001	11/14/2017	\$ 800.00	555170	ATOKA COUNTY CONSERVATION DISTRICT
53764	19801	3000001	11/14/2017	\$ 125.00	555170	ATOKA COUNTY CONSERVATION DISTRICT
53765	19801	3000001	11/14/2017	\$ 2,204.52	555170	DEER CREEK CONSERVATION DISTRICT
53766	19801	3000001	11/14/2017	\$ 2,149.03	555170	OKLAHOMA COUNTY CONSERVATION DISTRICT
53766	19801	3000001	11/14/2017	\$ 1,762.53	555170	OKLAHOMA COUNTY CONSERVATION DISTRICT
53766	19801	3000001	11/14/2017	\$ 994.00	555170	OKLAHOMA COUNTY CONSERVATION DISTRICT
53766	19801	3000001	11/14/2017	\$ 3,014.20	555170	OKLAHOMA COUNTY CONSERVATION DISTRICT
53766	19801	3000001	11/14/2017	\$ 79.59	555170	OKLAHOMA COUNTY CONSERVATION DISTRICT
53767	19801	3000001	11/14/2017	\$ 2,384.16	555170	WEST CADDO CONSERVATION DISTRICT
53767	19801	3000001	11/14/2017	\$ 273.63	555170	WEST CADDO CONSERVATION DISTRICT
53767	19801	3000001	11/14/2017	\$ 37.70	555170	WEST CADDO CONSERVATION DISTRICT
53767	19801	3000001	11/14/2017	\$ 32.24	555170	WEST CADDO CONSERVATION DISTRICT
53772	19801	3000001	11/20/2017	\$ 2,345.76	555170	GREER COUNTY CONSERVATION DIST
53772	19801	3000001	11/20/2017	\$ 139.83	555170	GREER COUNTY CONSERVATION DIST
53772	19801	3000001	11/20/2017	\$ 1,171.44	555170	GREER COUNTY CONSERVATION DIST
53773	19801	3000001	11/20/2017	\$ 269.13	555170	MCINTOSH COUNTY CONSERVATION DISTRICT
53774	19801	3000001	11/20/2017	\$ 2,728.81	555170	LOGAN COUNTY CONSERVATION DISTRICT
53774	19801	3000001	11/20/2017	\$ 210.00	555170	LOGAN COUNTY CONSERVATION DISTRICT
53778	19801	3000001	11/20/2017	\$ 2,729.70	555170	SEMINOLE COUNTY CONSERVATION DISTRICT
53778	19801	3000001	11/20/2017	\$ 1,416.43	555170	SEMINOLE COUNTY CONSERVATION DISTRICT
53787	19801	3000001	11/20/2017	\$ 2,922.63	555170	MURRAY COUNTY CONSERVATION DISTRICT
53787	19801	3000001	11/20/2017	\$ 2,464.67	555170	MURRAY COUNTY CONSERVATION DISTRICT
53787	19801	3000001	11/20/2017	\$ 2,368.30	555170	MURRAY COUNTY CONSERVATION DISTRICT
53788	19801	3000001	11/20/2017	\$ 570.00	555170	DEWEY COUNTY CONSERVATION DISTRICT
53788	19801	3000001	11/20/2017	\$ 2,328.43	555170	DEWEY COUNTY CONSERVATION DISTRICT
53788	19801	3000001	11/20/2017	\$ 1,396.76	555170	DEWEY COUNTY CONSERVATION DISTRICT
53789	19801	3000001	11/20/2017	\$ 1,967.32	555170	MUSKOGEE COUNTY CONSERVATION DISTRICT
53790	19801	3000001	11/20/2017	\$ 2,131.67	555170	CUSTER COUNTY CONSERVATION DISTRICT
53790	19801	3000001	11/20/2017	\$ 1,000.00	555170	CUSTER COUNTY CONSERVATION DISTRICT
53790	19801	3000001	11/20/2017	\$ 2,332.95	555170	CUSTER COUNTY CONSERVATION DISTRICT
53791	19801	3000001	11/20/2017	\$ 2,269.31	555170	COMANCHE COUNTY CONSERVATION DISTRICT
53791	19801	3000001	11/20/2017	\$ 2,724.54	555170	COMANCHE COUNTY CONSERVATION DISTRICT
53791	19801	3000001	11/20/2017	\$ 140.00	555170	COMANCHE COUNTY CONSERVATION DISTRICT
53792	19801	3000001	11/20/2017	\$ 2,415.72	555170	TILLMAN COUNTY CONSERVATION DISTRICT
53792	19801	3000001	11/20/2017	\$ 42.20	555170	TILLMAN COUNTY CONSERVATION DISTRICT
53793	19801	3000001	11/20/2017	\$ 26.92	555170	LATIMER COUNTY CONSERVATION DISTRICT
53793	19801	3000001	11/20/2017	\$ 588.00	555170	LATIMER COUNTY CONSERVATION DISTRICT
53794	19801	3000001	11/20/2017	\$ 2,122.96	555170	MAYES COUNTY CONSERVATION DISTRICT
53794	19801	3000001	11/20/2017	\$ 1,924.61	555170	MAYES COUNTY CONSERVATION DISTRICT
53795	19801	3000001	11/20/2017	\$ 2,586.80	555170	MCCLAIN COUNTY CONSERVATION DISTRICT
53795	19801	3000001	11/20/2017	\$ 1,712.86	555170	MCCLAIN COUNTY CONSERVATION DISTRICT
53795	19801	3000001	11/20/2017	\$ 1,119.91	555170	MCCLAIN COUNTY CONSERVATION DISTRICT
53796	19801	3000001	11/20/2017	\$ 1,950.00	555170	WASHITA COUNTY CONSERVATION DISTRICT
53796	19801	3000001	11/20/2017	\$ 1,872.18	555170	WASHITA COUNTY CONSERVATION DISTRICT
53796	19801	3000001	11/20/2017	\$ 2,693.63	555170	WASHITA COUNTY CONSERVATION DISTRICT
53797	19801	3000001	11/20/2017	\$ 3,080.69	555170	LOVE COUNTY CONSERVATION DISTRICT

Voucher	Fund Class	Department	Date	Amount	Account	Payee
53797	19801	3000001	11/20/2017	\$ 2,338.86	555170	LOVE COUNTY CONSERVATION DISTRICT
53797	19801	3000001	11/20/2017	\$ 111.86	555170	LOVE COUNTY CONSERVATION DISTRICT
53798	19801	3000001	11/20/2017	\$ 118.36	555170	ARBUCKLE CONSERVATION DISTRICT
53799	19801	3000001	11/20/2017	\$ 705.50	555170	JOHNSTON COUNTY CONSERVATION DIST
53663	24500	3000001	10/24/2017	\$ 500.00	555170	OKFUSKEE COUNTY CONSERVATION DISTRICT
53654	40000	3000001	10/24/2017	\$ 500.00	555170	MURRAY COUNTY CONSERVATION DISTRICT
53655	40000	3000001	10/24/2017	\$ 221.40	555170	LEFLORE COUNTY CONSERVATION DISTRICT
53656	40000	3000001	10/24/2017	\$ 117.50	555170	STEPHENS COUNTY CONSERVATION DISTRICT
53691	40000	3000001	10/31/2017	\$ 94.00	555170	MARSHALL COUNTY CONSERVATION DISTRICT
53692	40000	3000001	11/6/2017	\$ 500.00	555170	GARVIN CONSERVATION DISTRICT
53756	40000	3000001	11/14/2017	\$ 87.42	555170	NORTH CADDO CONSERVATION DISTRICT

\$ 191,538.06 **Field Services**

Abandoned Mine Land Reclamation

53542	40000	4000001	10/31/2017	\$ 283.50	521230	IRETON,NORA D
53542	40000	4000001	10/31/2017	\$ 113.00	521250	IRETON,NORA D
53542	40000	4000001	10/31/2017	\$ 17.86	521210	IRETON,NORA D
53543	40000	4000001	10/31/2017	\$ 283.50	521230	SHARP,WILLIAM M
53543	40000	4000001	10/31/2017	\$ 85.00	521250	SHARP,WILLIAM M
53543	40000	4000001	10/31/2017	\$ 17.39	521210	SHARP,WILLIAM M
53755	40000	4000001	11/13/2017	\$ 2,402.82	522130	BANK OF AMERICA
53755	40000	4000001	11/13/2017	\$ 50.67	536140	BANK OF AMERICA
53686	40000	4000005	10/31/2017	\$ 50.54	555170	ROGERS COUNTY CONSERVATION DISTRICT
53697	40000	4000005	11/6/2017	\$ 32.64	531160	TULSA WORLD
53755	40000	4000005	11/13/2017	\$ 58.98	536150	BANK OF AMERICA
53777	40000	4000005	11/20/2017	\$ 50.54	555170	ROGERS COUNTY CONSERVATION DISTRICT
53780	40000	4000005	11/20/2017	\$ 207.74	521110	ROGERS,VALERIE RENEE
53785	40000	4000005	11/20/2017	\$ 36,760.90	545110	DILL TRANSPORT INC
53786	40000	4000005	11/20/2017	\$ 100.00	531250	DEPARTMENT OF ENVIRONMENTAL QUALITY

\$ 40,515.08 **Abandoned Mine Land Reclamation**

Water Quality

53608	40000	5000001	10/24/2017	\$ 1,377.39	555170	CREEK COUNTY CONSERVATION DISTRICT
53651	40000	5000001	10/24/2017	\$ 350.00	555170	OTTAWA COUNTY CONSERVATION DISTRICT
53652	40000	5000001	10/24/2017	\$ 250.00	555170	CRAIG COUNTY CONSERVATION DISTRICT
53653	40000	5000001	10/24/2017	\$ 500.00	555170	DELAWARE CO CONSERVATION DISTRICT
53681	40000	5000001	10/31/2017	\$ 61.70	521110	SCOTT,GREGORY FISHER
53682	40000	5000001	10/31/2017	\$ 67.68	521110	SCOTT,GREGORY FISHER
53683	40000	5000001	10/31/2017	\$ 120.22	521110	SCOTT,GREGORY FISHER
53684	40000	5000001	10/31/2017	\$ 46.81	521110	SCOTT,GREGORY FISHER
53720	40000	5000001	11/2/2017	\$ 54.70	521110	SCOTT,GREGORY FISHER
53721	40000	5000001	11/2/2017	\$ 76.50	521120	RAMMING,JASON M
53721	40000	5000001	11/2/2017	\$ 36.15	521140	RAMMING,JASON M
53722	40000	5000001	11/2/2017	\$ 2,260.00	537160	WATER MONITORING SOLUTIONS INC
53722	40000	5000001	11/2/2017	\$ 2,580.00	537160	WATER MONITORING SOLUTIONS INC
53722	40000	5000001	11/2/2017	\$ 350.00	537160	WATER MONITORING SOLUTIONS INC
53722	40000	5000001	11/2/2017	\$ 370.00	537160	WATER MONITORING SOLUTIONS INC
53722	40000	5000001	11/2/2017	\$ 40.00	531110	WATER MONITORING SOLUTIONS INC
53723	40000	5000001	11/2/2017	\$ 277.50	521230	MILLER,CANDICE MARIE

Voucher	Fund Class	Department	Date	Amount	Account	Payee
53723	40000	5000001	11/2/2017	\$ 50.00	521250	MILLER,CANDICE MARIE
53727	40000	5000001	11/2/2017	\$ 100.00	555170	ADAIR COUNTY CONSERVATION DISTRICT NO 67
53755	40000	5000001	11/13/2017	\$ 50.00	515540	BANK OF AMERICA
53755	40000	5000001	11/13/2017	\$ 74.84	515610	BANK OF AMERICA
53755	40000	5000001	11/13/2017	\$ 265.52	515990	BANK OF AMERICA
53755	40000	5000001	11/13/2017	\$ 416.25	522130	BANK OF AMERICA
53755	40000	5000001	11/13/2017	\$ 441.00	522131	BANK OF AMERICA
53755	40000	5000001	11/13/2017	\$ 98.00	531120	BANK OF AMERICA
53755	40000	5000001	11/13/2017	\$ 1,249.89	532140	BANK OF AMERICA
53755	40000	5000001	11/13/2017	\$ 82.48	537150	BANK OF AMERICA
53755	40000	5000001	11/13/2017	\$ 1,369.12	537190	BANK OF AMERICA
53755	40000	5000001	11/13/2017	\$ 248.66	541160	BANK OF AMERICA
53755	40000	5000001	11/13/2017	\$ 99.12	536140	BANK OF AMERICA
53755	40000	5000001	11/13/2017	\$ 23.50	536140	BANK OF AMERICA
53755	40000	5000001	11/13/2017	\$ 35.00	531600	BANK OF AMERICA
53755	40000	5000001	11/13/2017	\$ 369.00	522131	BANK OF AMERICA
53755	40000	5000001	11/13/2017	\$ 51.45	531130	BANK OF AMERICA
53716	40000	5000001	11/14/2017	\$ 165.75	521120	MILLER,CANDICE MARIE
53719	40000	5000001	11/14/2017	\$ 51.00	521120	SCOTT,GREGORY FISHER
53698	40000	5000001	11/20/2017	\$ 3,189.00	532142	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
53698	40000	5000001	11/20/2017	\$ 204.77	522113	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
53698	40000	5000001	11/20/2017	\$ 1,308.32	534290	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
53770	40000	5000001	11/20/2017	\$ 250.00	555170	CRAIG COUNTY CONSERVATION DISTRICT
53771	40000	5000001	11/20/2017	\$ 1,377.53	555170	CREEK COUNTY CONSERVATION DISTRICT
53776	40000	5000001	11/20/2017	\$ 400.00	555170	NORTH CADDO CONSERVATION DISTRICT
53781	40000	5000001	11/20/2017	\$ 76.50	521120	LAMB,JEANETTE M
53781	40000	5000001	11/20/2017	\$ 25.71	521140	LAMB,JEANETTE M
53782	40000	5000001	11/20/2017	\$ 216.76	521120	BAROSS,ROBERT A
53783	40000	5000001	11/20/2017	\$ 63.75	521120	SHAW,KIMBERLY R
				\$ 21,171.57	Water Quality	

Cost Share - Locally Led

53668	25000	5000004	10/24/2017	\$ 2,500.00	555170	BRYAN CONSERVATION DISTRICT
53669	25000	5000004	10/24/2017	\$ 2,500.00	555170	DEER CREEK CONSERVATION DISTRICT
53670	25000	5000004	10/24/2017	\$ 16,435.00	555170	DEWEY COUNTY CONSERVATION DISTRICT
53671	25000	5000004	10/24/2017	\$ 2,000.00	555170	JACKSON COUNTY CONSERVATION DIST
53672	25000	5000004	10/24/2017	\$ 3,000.00	555170	MAYES COUNTY CONSERVATION DISTRICT
53673	25000	5000004	10/24/2017	\$ 968.48	555170	ROGERS COUNTY CONSERVATION DISTRICT
53674	25000	5000004	10/24/2017	\$ 894.82	555170	SOUTH CADDO CONS DISTRICT
53705	25000	5000004	11/2/2017	\$ 3,000.00	555170	PAYNE COUNTY CONSERVATION DISTRICT
53706	25000	5000004	11/2/2017	\$ 3,472.34	555170	OTTAWA COUNTY CONSERVATION DISTRICT
53707	25000	5000004	11/2/2017	\$ 2,500.00	555170	MARSHALL COUNTY CONSERVATION DISTRICT
53708	25000	5000004	11/2/2017	\$ 4,599.21	555170	LOGAN COUNTY CONSERVATION DISTRICT
53709	25000	5000004	11/2/2017	\$ 2,500.00	555170	GARVIN CONSERVATION DISTRICT
53710	25000	5000004	11/2/2017	\$ 5,000.00	555170	GRANT COUNTY CONSERVATION DISTRICT
53712	25000	5000004	11/2/2017	\$ 5,000.00	555170	BRYAN CONSERVATION DISTRICT
53726	25000	5000004	11/2/2017	\$ 2,425.50	555170	CHEROKEE COUNTY CONSERVATION DISTRICT
53728	25000	5000004	11/2/2017	\$ 2,500.00	555170	NOWATA COUNTY CONSERVATION DISTRICT
53711	25000	5000004	11/6/2017	\$ 2,600.00	555170	CHECOTAH CONSERVATION DISTRICT NO 20
53737	25000	5000004	11/13/2017	\$ 6,016.25	555170	WOODWARD COUNTY CONSERVATION DISTRICT
53738	25000	5000004	11/13/2017	\$ 2,500.00	555170	SHAWNEE CONSERVATION DISTRICT

Voucher	Fund Class	Department	Date	Amount	Account	Payee
53739	25000	5000004	11/13/2017	\$ 2,500.00	555170	NOWATA COUNTY CONSERVATION DISTRICT
53740	25000	5000004	11/13/2017	\$ 704.83	555170	MCCLAIN COUNTY CONSERVATION DISTRICT
53743	25000	5000004	11/13/2017	\$ 2,781.79	555170	ALFALFA COUNTY CONSERVATION DISTRICT
53744	25000	5000004	11/13/2017	\$ 3,000.00	555170	CANEY VALLEY CONSERVATION DISTRICT
53745	25000	5000004	11/13/2017	\$ 2,600.00	555170	CHECOTAH CONSERVATION DISTRICT NO 20
53746	25000	5000004	11/13/2017	\$ 2,850.00	555170	CREEK COUNTY CONSERVATION DISTRICT
53747	25000	5000004	11/13/2017	\$ 7,500.00	555170	GARVIN CONSERVATION DISTRICT
53748	25000	5000004	11/13/2017	\$ 2,015.52	555170	KONAWA CONSERVATION DISTRICT
53749	25000	5000004	11/13/2017	\$ 2,000.00	555170	LATIMER COUNTY CONSERVATION DISTRICT
53750	25000	5000004	11/13/2017	\$ 3,496.26	555170	MAJOR COUNTY CONSERVATION DISTRICT
53751	25000	5000004	11/13/2017	\$ 1,896.18	555170	TALIHINA CONSERVATION DISTRICT
				\$ 101,756.18	Cost Share - Locally Led	
Carbon						
53779	22000	5000013	11/20/2017	\$ 148.50	515450	WARD LABORATORIES INC
				\$ 148.50	Carbon	
ISD Data Processing						
53579	19801	8800010	10/31/2017	\$ 864.28	531230	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
53755	40000	8800010	11/13/2017	\$ 309.00	542120	BANK OF AMERICA
				\$ 1,173.28	ISD Data Processing	
				\$ 1,284,763.87	Total of All Claims	



State of Oklahoma
Office of State Finance
Allotment Budget and Available Cash
As Of November 22, 2017

11/22/2017
07:01:15 AM
Page 1

Business

<u>Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
64500										
193										576.62
19312	20	17		1,580,800.00	.00	.00	131,933.42	1,097,574.67	351,291.91	
19312	20	18		483,225.33	.00	1,160.64	350,715.29	.00	131,349.40	
				2,064,025.33		1,160.64	482,648.71	1,097,574.67	482,641.31	
196										0.97
19601	10	16		2,796,111.00	.00	.00	.00	2,796,111.00	.00	
19601	20	16		481,113.00	.00	.00	.00	481,113.00	.00	
19601	30	16		5,543,986.58	.00	.00	.00	5,543,986.58	.00	
19601	50	16		409,000.00	.00	.00	.00	409,000.00	.00	
19601	88	16		30,828.00	.00	.00	.00	30,828.00	.00	
19611	10	17		45,437.28	.00	.00	.00	45,437.28	.00	
19611	20	17		68,000.00	.00	.00	8,447.00	59,553.00	.00	
19611	30	17		85,000.00	.00	.00	.00	85,000.00	.00	
19611	50	17		42,000.00	.00	.00	.00	42,000.00	.00	
19611	88	17		16,476.72	.00	.00	.00	16,476.72	.00	
				9,517,952.58			8,447.00	9,509,505.58		47,276.80
197										
19701	10	17		2,726,741.00	.00	.00	18,219.44	2,708,521.56	.00	
19701	20	17		500,000.00	.00	.00	15,853.78	484,146.22	.00	
19701	30	17		5,279,804.30	.00	.00	690,105.76	4,589,698.54	.00	
19701	50	17		440,000.00	.00	.00	1,214.89	438,785.11	.00	
19701	88	17		30,000.00	.00	.00	17,555.09	12,444.91	.00	
19711	10	18		5,278.70	.00	.00	.00	.00	5,278.70	



State of Oklahoma
Office of State Finance
Allotment Budget and Available Cash
As Of November 22, 2017

11/22/2017
07:01:15 AM
Page 2

<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
64500	197									47,276.80
	19711	20	18	16,000.00	.00	1,452.60	718.90	.00	13,828.50	
	19711	30	18	26,000.00	.00	.00	.00	.00	26,000.00	
	19711	50	18	16,000.00	.00	.00	15,273.00	.00	727.00	
				9,039,824.00		1,452.60	758,940.86	8,233,596.34	45,834.20	937,847.91
	198									
	19801	10	18	2,708,920.00	.00	1,314,256.75	1,172,802.34	.00	221,860.91	
	19801	20	18	1,500,000.00	.00	52,374.22	258,607.83	.00	1,189,017.95	
	19801	30	18	5,022,723.00	.00	2,661,952.59	1,474,634.33	.00	886,136.08	
	19801	50	18	460,000.00	.00	42,263.27	194,565.57	.00	223,171.16	
	19801	88	18	15,000.00	.00	6,913.88	5,977.02	.00	2,109.10	
				9,706,643.00		4,077,760.71	3,106,587.09		2,522,295.20	203,802.39
	200									
	205									6,611.61
	20500	10	16	3,300.00	.00	.00	.00	1,324.80	1,975.20	
	20500	10	17	2,100.00	.00	.00	365.00	.00	1,735.00	
	20500	10	18	2,100.00	.00	.00	.00	.00	2,100.00	
				7,500.00			365.00	1,324.80	5,810.20	7.40
	210									
	215									0.42
	220									20,200.83



State of Oklahoma
Office of State Finance
Allotment Budget and Available Cash
As Of November 22, 2017

11/22/2017
07:01:15 AM
Page 3

<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
64500	220									20,200.83
	22000	50	16	18,000.00	.00	.00	.00	8,429.06	9,570.94	
	22000	50	17	18,000.00	.00	4,453.00	3,362.82	6,027.77	4,156.41	
	22000	50	18	29,000.00	.00	1,000.00	15,700.07	.00	12,299.93	
				65,000.00		5,453.00	19,062.89	14,456.83	26,027.28	
	245									727,741.82
	24500	10	16	16,500.00	.00	.00	43.07	5,159.79	11,297.14	
	24500	10	17	24,500.00	.00	260.00	1,023.58	16,376.20	6,840.22	
	24500	10	18	15,000.00	.00	3,444.40	355.60	.00	11,200.00	
	24500	20	16	477,000.00	.00	.00	.00	7,515.87	469,484.13	
	24500	20	17	740,000.00	.00	1,425.42	5,920.66	141,098.79	591,555.13	
	24500	20	18	548,947.00	.00	6,088.52	29,084.67	.00	513,773.81	
	24500	30	16	13,000.00	.00	.00	.00	4,603.50	8,396.50	
	24500	30	18	47,500.00	.00	4,424.03	1,773.41	.00	41,302.56	
	24500	40	18	8,765.00	.00	.00	.00	.00	8,765.00	
	24500	50	16	1,144,000.00	.00	.00	.00	182,846.52	961,153.48	
	24500	50	17	1,080,000.00	.00	82,986.00	17,135.63	619,812.55	360,065.82	
	24500	50	18	374,000.00	.00	69,814.33	400.00	.00	303,785.67	
	24500	88	17	7,075.00	.00	.00	50.91	2,126.53	4,897.56	
	24500	88	18	126,360.00	.00	8,987.99	732.01	.00	116,640.00	
				4,622,647.00		177,430.69	56,519.54	979,539.75	3,409,157.02	
	250									4,861,821.97
	25000	20	18	325,070.00	.00	79,506.00	.00	.00	245,564.00	



State of Oklahoma
Office of State Finance
Allotment Budget and Available Cash
As Of November 22, 2017

11/22/2017
07:01:15 AM
Page 4

<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
64500	250									4,861,821.97
	25000	30	16	788,310.00	.00	.00	.00	563,986.39	224,323.61	
	25000	30	17	851,588.70	.00	.00	.00	558,069.04	293,519.66	
	25000	30	18	788,310.00	.00	.00	223,419.09	.00	564,890.91	
	25000	50	16	2,026,515.00	.00	.00	143,962.08	961,000.40	921,552.52	
	25000	50	17	2,344,399.00	.00	4,458.34	482,768.30	186,931.73	1,670,240.63	
	25000	50	18	2,622,000.00	.00	.00	144,471.13	.00	2,477,528.87	
				9,746,192.70		83,964.34	994,620.60	2,269,987.56	6,397,620.20	12,335,660.74
	400									
	40000	10	16	162,259.00	.00	.00	.00	125,717.97	36,541.03	
	40000	10	17	163,670.00	.00	496.76	(10,912.81)	159,361.30	14,724.75	
	40000	10	18	204,796.00	.00	14,869.54	42,457.00	.00	147,469.46	
	40000	20	16	3,191,254.00	.00	.00	.00	142,280.11	3,048,973.89	
	40000	20	17	9,621,200.00	15,000.00	89,506.09	1,203,069.06	762,366.67	7,551,258.18	
	40000	20	18	5,602,416.07	.00	1,538,320.41	468,869.00	.00	3,595,226.66	
	40000	30	16	841,684.00	.00	280.51	.00	603,058.12	238,345.37	
	40000	30	17	594,737.00	.00	5,736.25	(273,728.01)	554,102.69	308,626.07	
	40000	30	18	777,410.00	.00	.00	383,673.75	.00	393,736.25	
	40000	40	16	9,160,584.00	64,474.56	113.74	.00	3,068,279.77	6,027,715.93	
	40000	40	17	8,367,650.00	.00	293,528.25	346,806.70	2,350,909.60	5,376,405.45	
	40000	40	18	7,774,150.00	1,579,510.18	364,976.21	670,765.31	.00	5,158,898.30	
	40000	50	16	3,485,592.00	.00	155,899.70	.00	2,281,934.53	1,047,757.77	
	40000	50	17	2,847,500.00	.00	262,100.02	132,602.70	2,439,551.02	13,246.26	



State of Oklahoma
Office of State Finance
Allotment Budget and Available Cash
As Of November 22, 2017

11/22/2017
07:01:15 AM
Page 5

<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
64500	400									12,335,660.74
	40000	50	18	3,414,270.00	.00	1,531,695.59	776,639.47	.00	1,105,934.94	
	40000	88	16	293,000.00	3,630.54	4,205.26	.00	168,686.47	116,477.73	
	40000	88	17	332,744.00	72,000.00	30,003.53	(4,788.01)	185,133.69	50,394.79	
	40000	88	18	245,078.00	.00	124,814.54	19,474.46	.00	100,789.00	
				57,079,994.07	1,734,615.28	4,416,546.40	3,754,928.62	12,841,381.94	34,332,521.83	0.00
	40500	20	16	1,800,000.00	331,154.00	.00	.00	825,707.60	643,138.40	
	40500	20	17	1,624,030.00	.00	.00	332,261.27	642,031.13	649,737.60	
	40500	20	18	156,682.93	.00	.00	.00	.00	156,682.93	
				3,580,712.93	331,154.00		332,261.27	1,467,738.73	1,449,558.93	133,774.52
	41500	20	16	2,068,312.00	.00	.00	.00	1,934,537.63	133,774.37	
				2,068,312.00				1,934,537.63	133,774.37	0.69
	425									187,880.98
	490									0.00
	49000	20	16	1,168,632.00	.00	.00	.00	1,052,284.76	116,347.24	
				1,168,632.00				1,052,284.76	116,347.24	73,860.50
	70000	30	16	300,000.00	.00	.00	.00	294,185.42	5,814.58	
	70000	30	17	300,000.00	.00	443.32	10,270.68	265,537.23	23,748.77	



State of Oklahoma
Office of State Finance
Allotment Budget and Available Cash
As Of November 22,2017

11/22/2017
07:01:15 AM
Page 6

<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
64500	700									73,860.50
	70000	30	18	300,000.00	.00	33,077.90	113,750.01	.00	153,172.09	
				900,000.00		33,521.22	124,020.69	559,722.65	182,735.44	
	994									3,475.38
Business Unit Totals				109,567,435.61	2,065,769.28	8,797,289.60	9,638,402.27	39,961,651.24	49,104,323.22	19,540,541.55



State of Oklahoma
Office of State Finance
Allotment Budget and Available Cash
As Of November 22, 2017

11/22/2017
07:01:15 AM
Page 7

<u>Business</u> <u>Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
Grand Totals				109,567,435.61	2,065,769.28	8,797,289.60	9,638,402.27	39,961,651.24	49,104,323.22	19,540,541.55

Card One of: KELLY MOCKABEE (4869)

Company Name State of Oklahoma

Post Date Between 2017-10-01 00:00:00 and 2017-10-31 00:00:00

Report Owner Mockabee, Kelly

Report Time 2017-10-23 11:46:53

Transaction Type One of: Cash advance or Misc Credit or Misc Debit or Purchase

Cardholder Statement with Allocation & description

CH Full Name

Card Last 4 Digits

Txn Number

Vendor Name

GL Allocation

Comments

Item Exp Cat Comment

Mockabee, Kelly

4869

Purchase Date
Total Amount
SW Contract #
Exp Folder Receipts Uploaded

Post Date
Alloc Amount
Item Description
Exp Cat Name

09/28/2017

232.16

10/02/2017

232.16

Rusty Adams, 4 nights, Nebraska City, NE,
NWC/NASCA Mtg, Designated hotel
Statewide Contract #

TXN00992695
LIED CONFERENCE CENTER LO
522130-1000-40000-1000001-NP000-664600000-
---64500-6459004279-002-001-001

No

(Tackett, Nancy, 10/10/17 16:14) For review.;
(Mockabee, Kelly, 10/11/17 15:15) Needed to
correct a name on one of the transaction
TXN00992696

09/28/2017

418.32

10/02/2017

418.32

Trey Lam, 300473, 4 nights, Nebraska City, NE,
NWC/NASCA Mtg, Designated hotel
Statewide Contract #

TXN00992696
LIED CONFERENCE CENTER LO
522130-1000-40000-1000001-NP000-664600000-
---64500-6459004279-002-001-001

No

(Tackett, Nancy, 10/10/17 16:14) For review.;
(Mockabee, Kelly, 10/11/17 15:15) Needed to
correct a name on one of the transaction
TXN00992696

09/28/2017

418.32

10/02/2017

418.32

George Moore, 105147, 4 nights, Nebraska City,
NE, NWC/NASCA Mtg, Designated hotel
Statewide Contract #

TXN00992697
LIED CONFERENCE CENTER LO
522130-1000-40000-1000001-NP000-664600000-
---64500-6459004279-002-001-001

No

(Tackett, Nancy, 10/10/17 16:14) For review.;
(Mockabee, Kelly, 10/11/17 15:15) Needed to
correct a name on one of the transaction
TXN00992696

Mockabee, Kelly

1 of 7

2017-10-23 11:46:53

CH Full Name

Card Last 4 Digits

Txn Number

Vendor Name

GL Allocation

Comments

Item Exp Cat Comment

TXN00992698

LIED CONFERENCE CENTER LO

522130-1000-40000-1000001-NP000-6646000000-

---64500--6459004279-002-001-001

(Tackett, Nancy, 10/10/17 16:14) For review.;

(Mockabee, Kelly, 10/11/17 15:15) Needed to

correct a name on one of the transaction

TXN00992696

TXN00992699

LIED CONFERENCE CENTER LO

522130-1000-40000-1000001-NP000-6646000000-

---64500--6459004279-002-001-001

No

TXN00992700

HYATT REGENCY LEXINGTON

522130-1000-40000-1000001-NP000-6646000000-

---64500--6459004469-002-001-001

No

TXN00992702

HYATT REGENCY LEXINGTON

522130-1000-40000-1000001-NP000-6646000000-

---64500--6459004469-002-001-001

No

TXN00992703

HOLIDAY INN EXPRESS & SU

522131-1000-40000-1000001-NP000-6646000000-

---64500--6459004469-002-001-001

No

Purchase Date

Total Amount

SW Contract #

Exp Folder Receipts Uploaded

09/29/2017

232.16

No

09/28/2017

418.32

09/29/2017

800.94

09/29/2017

800.94

09/30/2017

91.00

Post Date

Alloc Amount

Item Description

Exp Cat Name

10/02/2017

232.16

Wade Helm, 4 nights, Nebraska City, NE,

NWC/NASCA Mtg, Designated hotel

Statewide Contract #

10/02/2017

418.32

Lisa Knauf Owen, 104384, 4 nights, Nebraska

City, NE, NWC/NASCA Mtg, Designated hotel

Statewide Contract #

10/02/2017

800.94

Robert Toole, 105178, 6 nights, Lexington, KY,

2017 NAAML: Annual Conf, Designated hotel

Statewide Contract #

10/02/2017

800.94

Mike Sharp, 104089, 6 nights, Lexington, KY,

2017 NAAML: Annual Conf, Designated hotel

Statewide Contract #

10/02/2017

91.00

Robert Barossi, 328490, 1 night, Tahlequah, Ok,

New Volunteer Training, Standard GSA

Statewide Contract #

CH Full Name

Card Last 4 Digits

Txn Number		Purchase Date		Post Date	
Vendor Name		Total Amount		Alloc Amount	
GL Allocation		SW Contract #		Item Description	
Comments		Exp Folder Receipts Uploaded		Exp Cat Name	
Item Exp Cat Comment					
TXN00992704		09/29/2017		10/02/2017	
LIED CONFERENCE CENTER LO		232.16		232.16	
522130-1000-40000-1000001-NP000-6646000000-				Johnny Pelley, 4 nights, Nebraska City, NE,	
---64500--6459004279-002-001-001		No		NWC/NASCA Mtg, Designated hotel	
(Tackett, Nancy, 10/10/17 16:14) For review.;				Statewide Contract #	
(Mockabee, Kelly, 10/11/17 15:15) Needed to					
correct a name on one of the transaction					
TXN00992696					
TXN00992705		09/28/2017		10/02/2017	
LIED CONFERENCE CENTER LO		418.32		418.32	
522130-1000-40000-1000001-NP000-6646000000-				Phil Campbell, 4 nights, Nebraska City, NE,	
---64500--6459004279-002-001-001		No		NWC/NASCA Mtg, Designated hotel	
				Statewide Contract #	
TXN00992706		09/28/2017		10/02/2017	
LIED CONFERENCE CENTER LO		232.16		232.16	
522130-1000-40000-1000001-NP000-6646000000-				Trent Drennan, 4 nights, Nebraska City, NE,	
---64500--6459004279-002-001-001		No		NWC/NASCA Mtg, Designated hotel	
(Tackett, Nancy, 10/10/17 16:14) For review.;				Statewide Contract #	
(Mockabee, Kelly, 10/11/17 15:15) Needed to					
correct a name on one of the transaction					
TXN00992696					
TXN00992707		09/28/2017		10/02/2017	
LIED CONFERENCE CENTER LO		232.16		232.16	
522130-1000-40000-1000001-NP000-6646000000-				Tim Heinrich, 4 nights, Nebraska City, NE,	
---64500--6459004279-002-001-001		No		NWC/NASCA Mtg, Designated hotel	
(Tackett, Nancy, 10/10/17 16:14) For review.;				Statewide Contract #	
(Mockabee, Kelly, 10/11/17 15:15) Needed to					
correct a name on one of the transaction					
TXN00992696					

CH Full Name

Card Last 4 Digits

Txn Number

Vendor Name

GL Allocation

Comments

Item Exp Cat Comment

TXN00992708

LIED CONFERENCE CENTER LO

522130-1000-40000-1000001-NP000-664600000-

---64500--6459004279-002-001-001

No

TXN00992709

HOLIDAY INN EXPRESS & SU

522131-1000-40000-1000001-NP000-664600000-

---64500--6459004469-002-001-001

No

TXN00992710

LIED CONFERENCE CENTER LO

522130-1000-40000-1000001-NP000-664600000-

---64500--6459004279-002-001-001

No

(Tackett, Nancy, 10/10/17 16:14) For review.;

(Mockabee, Kelly, 10/11/17 15:15) Needed to

correct a name on one of the transaction

TXN00992696

TXN00992711

LIED CONFERENCE CENTER LO

522130-1000-40000-1000001-NP000-664600000-

---64500--6459004279-002-001-001

No

TXN00992712

LIED CONFERENCE CENTER LO

522130-1000-40000-1000001-NP000-664600000-

---64500--6459004279-002-001-001

No

(Tackett, Nancy, 10/10/17 16:14) For review.;

(Mockabee, Kelly, 10/11/17 15:15) Needed to

correct a name on one of the transaction

Purchase Date
Total Amount
SW Contract #
Exp Folder Receipts Uploaded

09/28/2017

464.28

09/30/2017

91.00

09/28/2017

232.16

09/28/2017

418.32

09/28/2017

232.16

Post Date
Alloc Amount
Item Description
Exp Cat Name

10/02/2017

464.28

Jimmy Emmon, 4 nights, Nebraska City, NE,

NWC/NASCA Mtg, Designated hotel

Statewide Contract #

10/02/2017

91.00

Kim Shaw, 102260, 1 night, Tahlequah, OK, New

Volunteer training, Standard GSA

Statewide Contract #

10/02/2017

232.16

Wade Warren, 4 nights, Nebraska City, NE,

NWC/NASCA Mtg, Designated hotel

Statewide Contract #

10/02/2017

418.32

Deanna LeGrand, 4 nights, Nebraska City, NE,

NWC/NASCA Mtg, Designated hotel

Statewide Contract #

10/02/2017

232.16

Tammy Curry, 4 nights, Nebraska City, NE,

NWC/NASCA Mtg, Designated hotel

Statewide Contract #

CH Full Name

Card Last 4 Digits

Txn Number

Vendor Name

GL Allocation

Comments

Item Exp Cat Comment

TXN00992696

Purchase Date

Total Amount

SW Contract #

Exp Folder Receipts Uploaded

Post Date

Alloc Amount

Item Description

Exp Cat Name

TXN00992713

HYATT REGENCY LEXINGTON

522130-1000-40000-1000001-NP000-664600000-

--64500--6459004469-002-001-001

No

09/29/2017

800.94

10/02/2017

800.94

Dianne Ireton, 108256, 6 nights, Lexington, KY,
2017 NAAML: Annual Conf, Designated hotel

Statewide Contract #

TXN00992714

LIED CONFERENCE CENTER LO

522130-1000-40000-1000001-NP000-664600000-

--64500--6459004279-002-001-001

No

09/28/2017

418.32

10/02/2017

418.32

Bill Clark, 4 nights, Nebraska City, NE,
NWC/NASCA Mtg, Designated hotel

Statewide Contract #

TXN00992715

LIED CONFERENCE CENTER LO

522130-1000-40000-1000001-NP000-664600000-

--64500--6459004279-002-001-001

No

09/28/2017

232.16

10/02/2017

232.16

LaDonna York, 4 nights, Nebraska City, NE,
NWC/NASCA Mtg, Designated hotel

Statewide Contract #

(Tackett, Nancy, 10/10/17 16:14) For review.;
(Mockabee, Kelly, 10/11/17 15:15) Needed to
correct a name on one of the transaction

TXN00992696

TXN00995890

STAPLES

536140-1000-40000-1000001-NP000-664600000-

--64500--6459004279-002-001-001

No

10/06/2017

173.29

10/09/2017

23.50

el EnerGel Deluxe RTX Blue Ink - WQ
SW022---State Use Office supplies

CH Full Name

Card Last 4 Digits

Txn Number

Vendor Name

GL Allocation

Comments

Item Exp Cat Comment

TXN00995890

STAPLES

536140-1000-40000-1000001-NP000-6646000000-

---64500--6459004279-002-001-001

No

Purchase Date

Total Amount

SW Contract #

Exp Folder Receipts Uploaded

10/06/2017

173.29

TXN00995890

STAPLES

536140-1000-40000-1000001-NP000-6646000000-

---64500--6459004279-002-001-001

No

10/06/2017

173.29

TXN00995890

STAPLES

-----64500--

10/06/2017

173.29

No

Post Date

Alloc Amount

Item Description

Exp Cat Name

10/09/2017

41.30

Finite porous point .44/Roller Bal pens .7mm -

AML

SW022---State Use Office supplies

10/09/2017

9.37

Invitation Envelopes - AML

Statewide Contract #

10/09/2017

99.12

7 reams colored paper - WQ

count: 24

7,589.59

count: 24

7,589.59

report count: 24

Kelly Mockabee 10/23/17

7,589.59

Mockabee, Kelly

6 of 7

2017-10-23 11:46:53

CH Full Name
Card Last 4 Digits
Txn Number
Vendor Name
GL Allocation
Comments
Item Exp Cat Comment

Purchase Date
Total Amount
SW Contract #
Exp Folder Receipts Uploaded

Post Date
Alloc Amount
Item Description
Exp Cat Name

Authorized Signature	Authorized Signature 2
Print Name	Print Name
Date	Date

Cardholder Statement with Allocation

Card One of: MARY A FINLEY (7433)
 Company Name State of Oklahoma
 Post Date Between 2017-09-30 00:00:00 and 2017-10-31 23:59:59
 Report Owner Finley, Mary A
 Report Time 2017-11-02 11:04:35
 Transaction Type One of: Cash advance or Misc Credit or Misc Debit or Purchase

CH Full Name	Card Last 4 Digits	Txn Number	Alloc Amount	Purchase Date	Post Date	GL Allocation	Vendor Name SW Contract #	Total Amount	Item Description
Finley, Mary A 7433									
		TXN01000962	35.00	10/17/2017	10/19/2017	531600-1000-40000-5000001-B0201-----01-64500- -6459004469-001-001-001	VP PIONEER SECURE SHRED	35.00	VP PIONEER SECURE SHRED -INV830699 P/U SVC FEE
		TXN01000963	53.99	10/18/2017	10/19/2017	531350-1000-19801-2000001-B0201-----01-64500- -6459004469-007-001-001	FSI CENTERPOINT ENERGY	53.99	FSI CENTERPOINT ENERGY - UTILITIES
		TXN01005384	51.45	10/30/2017	10/31/2017	531130-1000-40000-5000001-NP000-----01-64500 --6459004469-001-001-001	ATT BILL PAYMENT	51.45	ATT BILL PAYMENT - Purchase
			140.44	count: 3					
			140.44	count: 3					
			140.44	report count: 3					

CH Full Name

Card Last 4 Digits

Txn Number

Alloc Amount

Purchase Date

Post Date

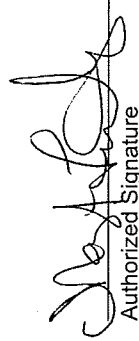
GL Allocation

Vendor Name

SW Contract #

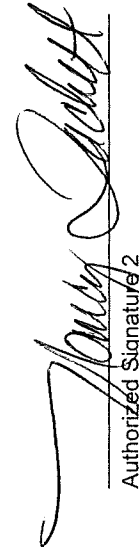
Total Amount

Item Description


Authorized Signature

Mary A Finley
Print Name

11-2-17
Date


Authorized Signature 2

Mary Tackett
Print Name

11-14-17
Date

Card One of: BROOKS TRAMELL (0059) or BROOKS TRAMELL (1888)
 Company Name State of Oklahoma
 Post Date Between 2017-09-30 00:00:00 and 2017-10-31 23:59:59
 Report Owner Tramell, Brooks
 Report Time 2017-11-02 06:53:00
 Transaction Type One of: Cash advance or Misc Credit or Misc Debit or Purchase

Cardholder Statement with Allocation & description

CH Full Name

Card Last 4 Digits

Txn Number

Vendor Name

Item Description

Exp Folder Receipts Uploaded

Tramell, Brooks

0059

TXN00992701

HACH COMPANY

HACH test kit chemical

No

TXN00993753

PAYPAL INFO

Oklahoma Recycling Conference

No

TXN00993754

EB OKLAHOMA COMPOST C

OKLAHOMA COMPOST Conference - Chris Ward

No

TXN00994363

AMERICAN ROD AND GUN

Wetland boots - 2 pairs

No

Purchase Date

Total Amount

GL Allocation

Exp Cat Name

Post Date

Alloc Amount

SW Contract #

Comments

Item Exp Cat Comment

09/28/2017

82.48

537150-1000-40000-5000001-B0201-6646000000--

--64500--6459004469-001-001-001

10/02/2017

82.48

Statewide Contract #

10/03/2017

50.00

515540-1000-40000-5000001-B0201-6646000000--

--64500--6459004469-001-001-001

10/04/2017

50.00

Statewide Contract #

10/03/2017

74.84

515610-1000-40000-5000001-B0201-6646000000--

--64500--6459004469-001-001-001

10/04/2017

74.84

Statewide Contract #

10/04/2017

195.27

515990-1000-40000-5000001-B0201-6646000000--

--64500--6459004469-001-001-001

10/05/2017

195.27

BT

Tramell, Brooks

1 of 7

2017-11-02 06:53:00

CH Full Name

Card Last 4 Digits

Txn Number

Vendor Name

Item Description

Exp Folder Receipts Uploaded

Purchase Date

Total Amount

GL Allocation

Exp Cat Name

Statewide Contract #

Post Date

Alloc Amount

SW Contract #

Comments

Item Exp Cat Comment

TXN00994364

HOLIDAY INN EXPRESS & SU

HOLIDAY INN EXPRESS - Lodging 1 night

No

10/02/2017

91.00

522131-1000-40000-5000001-B0201-6646000000--
--64500--6459004469-001-001-001

10/05/2017

91.00

TXN00994365

AMERICAN SELF STORAGE 3

Monthly storage rental

No

Statewide Contract #

10/03/2017

437.50

532130-1000-19801-1000001-NP000-----64500--
6459004469-002-001-001

10/05/2017

437.50

TXN00995889

TFS FISHERSCIECOM HUS

Thermometers - 5

No

Statewide Contract #

10/07/2017

95.20

541160-1000-40000-5000001-B0201-6646000000--
--64500--6459004469-001-001-001

10/09/2017

95.20

TXN00995891

EUREKA WATER COMPANY

Monthly drinking water service - OKC

No

Statewide Contract #

10/06/2017

55.60

515990-1000-40000-5000001-B0201-6646000000--
--64500--6459004469-001-001-001

10/09/2017

55.60

TXN00995892

BAYSHORE RESORT

BAYSHORE RESORT - WET Conference Hotel 5
nights - Candice Miller

No

Statewide Contract #

10/06/2017

416.25

522130-1000-40000-5000001-B0201-6646000000--
--64500--6459004469-001-001-001

10/09/2017

416.25

Statewide Contract #

Tramell, Brooks

BK

2 of 7

2017-11-02 06:53:00

CH Full Name

Card Last 4 Digits

Txn Number

Vendor Name

Item Description

Exp Folder Receipts Uploaded

TXN00996262

OPC UTL SERVICE FEE 013

OPC UTL SERVICE FEE 013 - Dennis Boney

No

TXN00996263

TPG PaulsValleyUtilities

TPG PaulsValleyUtilities - Dennis Boney

No

TXN00996264

OK NATURAL GAS

OK NATURAL GAS - Dennis Boney

No

count: 12

1,591.08

1888

TXN00996869

TFS FISHERSCIECOM HUS

Reagents, standards, thermometers

No

TXN00996870

HACH COMPANY

Chemical reagents

No

Post Date

Alloc Amount

SW Contract #

Comments

Item Exp Cat Comment

10/10/2017

3.70 ✓

3.70

242.00

531370-1000-1000-2000001-NP000-6646000000-

--64500-6459004469-007-001-002

Statewide Contract #

10/09/2017

55.17

10/10/2017

55.17 ✓

531370-1000-24500-2000001-NP000-6646000000-

--64500-6459004469-007-001-002

Statewide Contract #

10/09/2017

34.07

242.00

531370-1000-1000-2000001-NP000-6646000000-

--64500-6459004469-007-001-002

10/10/2017

34.07 ✓

Statewide Contract #

BET

3 of 7

Tramell, Brooks

2017-11-02 06:53:00

CH Full Name

Card Last 4 Digits

Txn Number

Vendor Name

Item Description

Exp Folder Receipts Uploaded

Purchase Date

Total Amount

GL Allocation

Exp Cat Name

Statewide Contract #

TXN00996871

STANDLEY SYSTEMS LLC

10/09/2017

1,249.89

532140-1000-40000-5000001-B0201-6646000000--
--64500--6459004469-001-001-001

Copier rental and overage charge July -

September 2017

No

10/11/2017

1,249.89 ✓

TXN01001484

MTM RECOGNITION WEB ORD

Statewide Contract #

10/19/2017

54.00

552140-1000-19801-1000001-NP000-----64500--
6459004469-007-001-001

Retirement service recognition awards

No

10/20/2017

54.00 ✓

TXN01001486

WYNDHAM GARDEN HOTEL

Statewide Contract #

10/18/2017

78.00

522131-1000-40000-5000001-B0201-6646000000--
--64500--6459004469-001-001-001

WYNDHAM GARDEN HOTEL - Jason Ramming

107874 One night

No

10/20/2017

78.00 ✓

TXN01001487

WYNDHAM GARDEN HOTEL

Statewide Contract #

10/18/2017

(3.00)

522131-1000-40000-5000001-B0201-6646000000--
--64500--6459004469-001-001-001

WYNDHAM GARDEN HOTEL - Credit for city use

fee

No

10/20/2017

(3.00) ✓

TXN01002304

VALLEY LASER

Statewide Contract #

10/19/2017

58.98

536150-1000-40000-4000005-NP000-152520000-
--64500--6459004469-005-001-001

Toner cartridges

No

10/23/2017

58.98 ✓

Statewide Contract #

847

Tramell, Brooks

4 of 7

2017-11-02 06:53:00

CH Full Name

Card Last 4 Digits

Txn Number

Vendor Name

Item Description

Exp Folder Receipts Uploaded

TXN01003065

ATT BUS PHONE PMT

ATT BUS PHONE PMT - Purchase

No

TXN01003066

AT&T PAYMENT

AT&T Uverse September - Dennis Boney

No

TXN01003067

QUALITY WATER SERVICES

Monthly drinking water service - Bristow office

No

TXN01003068

OG&E/USPAYMENTSBILLPAY

OG&E electric service 626 N Sate Fe - Dennis

Boney

No

TXN01003069

AT&T PAYMENT

AT&T Uverse September - Johnny Pelley

No

TXN01003713

USPS PO 3961320024

USPS - 200 Forever stamps

No

Post Date

Alloc Amount

SW Contract #

Comments

Item Exp Cat Comment

10/25/2017

80.98 ✓

Task # 3857

531130-1000-24500-2000001-NP000-----64500--
6459004469-007-001-001

Task # 3857

10/25/2017

70.75 ✓

Task# 3853

531130-1000-24500-2000001-NP000-----64500--
6459004469-007-001-001

Task# 3853

10/25/2017

14.65 ✓

515990-1000-40000-5000001-B0201-664600000--
--64500--6459004469-001-001-001

Statewide Contract #

10/24/2017

139.44

531370-1000-24500-2000001-NP000-----64500--
6459004469-007-001-001

10/25/2017

139.44 ✓

Statewide Contract #

10/24/2017

51.45

531130-1000-24500-2000001-NP000-----64500--
6459004469-007-001-001

10/25/2017

51.45 ✓

Statewide Contract #

10/25/2017

98.00

531120-1000-40000-5000001-B0201-664600000--
--64500--6459004469-001-001-001

10/26/2017

98.00 ✓

BKT

Tramell, Brooks

5 of 7

2017-11-02 06:53:00

CH Full Name

Card Last 4 Digits

Txn Number

Vendor Name

Item Description

Exp Folder Receipts Uploaded

Purchase Date
Total Amount
GL Allocation

Exp Cat Name

Statewide Contract #

10/26/2017

153.46

541160-1000-40000-5000001-B0201-664600000--
--64500--6459004469-001-001-001

Turbidity standards

No

Statewide Contract #

10/26/2017

93.00

522131-1000-40000-5000001-B0201-664600000--
--64500--6459004469-001-001-001

HOLIDAY INN EXPRESS & SU - Robert Barossi

328490 - One night

No

Statewide Contract #

10/11/2017

91.00

522131-1000-40000-5000001-B0201-664600000--
--64500--6459004469-001-001-001

HOLIDAY INN EXPRESS OF Ada - Robert

Barossi 328490 - One night

No

Statewide Contract #

count: 16

3,599.72

count: 28

5,190.80

report count: 28

5,190.80

BF

Tramell, Brooks

6 of 7

2017-11-02 06:53:00

CH Full Name

Card Last 4 Digits

Txn Number

Vendor Name

Item Description

Exp Folder Receipts Uploaded

Purchase Date

Total Amount

GL Allocation

Exp Cat Name

Post Date

Alloc Amount

SW Contract #

Comments

Item Exp Cat Comment

Brooks K. Trammell

Authorized Signature

Authorized Signature 2

Brooks Trammell

Print Name

Print Name

11/5/17

Date

Date

OCC AGREEMENTS FOR CONSIDERATION

OCC ID	PARTY	NO	PURPOSE	AMMENDMENT PURPOSE	BEGIN DATE	END DATE	AMOUNT TO	AMOUNT FROM	FUNDING SOURCE
a	Natural Resources Conservation Service	OCC-535	To allow for construction of Lower Bayou Site 12 watershed dam in Love County		12/4/2017	9/30/2019	\$125,000		NRCS
b	Oklahoma State University	OCC-536	To provide support to OSU to complete the EPA 104(b)(3) grant "Validation of the Oklahoma Rapid Assessment Method (OKRAM)" by facilitating landowner contacts, advising project development and modification, and consultation on OKRAM development		10/1/2017	12/31/2019	\$35,000		EPA 104(b)(3)
c	Kansas Department of Health and Environment	Neosho RCPP (OCC-438)	To provide support to KDHE for the WRAPs Coordinator who will oversee the Neosho Basin RCPP in Kansas	Continues agreement through 12-31-2018	6/1/2015	12/31/2018		\$45,000	Neosho RCPP
D	Natural Resources Conservation Service	65-7335-15-03 (OCC-14-UBB62-10)	NRCS will provide engineering services and technical assistance to the sponsor for construction management activities on the rehabilitation of Upper Black Bear Creek Site 62 located near the town of Perry in Noble County	Extend time to 9/30/2018	11/18/2014	9/30/2018		\$482,000	NRCS

OUT OF STATE TRAVEL REQUESTS

OCC ID	DATES	SPONSOR	NAME OF MEETING	LOCATION	ATTENDANCE	EST COST	FUNDING SOURCE
a	January 27 - 31, 2018	National Association of Conservation District	72nd Annual Meeting	Nashville, TN	Lam, Owen & 3 Commissioners	\$7,800.00	Federal / State

RECOMMENDATION FOR APPOINTMENT OF CONSERVATION DISTRICT DIRECTOR

DISTRICT	NAME	SUCCEEDS	TERM EXPIRES	# OF MTGS	POS#
Okmulgee	Janet Koziel	Elmer Burgess	June 30, 2018		A
Okmulgee	Jason Cagle	Janet Koziel	June 30, 2018		E2
Rogers	Angie Harmon	Trent Boyd	June 30, 2020		E1



Purchasing Procedures

Updated
November 2017

PURCHASING PROCEDURES

I. PROCEDURES:

- A. EFFECTIVE DATE
- B. GENERAL INFORMATION
- C. AGENCY CERTIFIED PROCUREMENT OFFICER(S)
- D. DIVISION RESPONSIBILITIES
- E. PURCHASE REQUESTS
- F. METHODS FOR PURCHASE
- G. PURCHASING THRESHOLDS
- H. CONTRACTS
- I. ADDITIONAL INFORMATION
 - 1. CHANGE ORDERS
 - 2. INFORMATION TECHNOLOGY(COMPUTER HARDWARE AND SOFTWARE) ACQUISITIONS
 - 3. INVENTORY ITEMS
 - 4. MEMBERSHIP FEES
 - 5. MOTOR VEHICLE PURCHASES
 - 6. REIMBURSEMENT FOR MISCELLANEOUS PURCHASES
 - 7. SETTLEMENT AGREEMENTS
 - 8. SOLE SOURCE OR SOLE BRAND ACQUISITIONS
 - 9. UTILITY PAYMENTS
- J. REAL PROPERTY LEASING
- K. CONSTRUCTION

II. PURCHASE CARD PROGRAM:

- A. P-CARD ADMINISTRATOR RESPONSIBILITIES
- B. CARDHOLDER RESPONSIBILITIES
- C. APPROVING OFFICIAL RESPONSIBILITIES
- D. AUTHORIZED USES
- E. PROHIBITED USES
- F. P-CARD PROCESS

III. RECORDS RETENTION:

- A. GENERAL PROCUREMENT RECORDS
- B. P-CARD RECORDS

I. PROCEDURES:

A. EFFECTIVE DATE

These purchasing procedures shall become effective upon review and approval by the governing board of the Oklahoma Conservation Commission (hereafter COMMISSION). Notwithstanding, these procedures are subject to review by the Office of Management and Enterprise Services (OMES).

B. GENERAL INFORMATION

The purchasing policies and procedures contained within this document comprise the body of rules, regulations, and practices governing procurement within the COMMISSION. This document replaces and/or supersedes all previous policies, procedures, rules, regulations, memoranda, handbooks, manuals, or directives pertaining to purchasing as internally authored by the COMMISSION.

All acquisitions by the COMMISSION shall comply with these internal purchasing procedures to provide for the effective procurement of goods and services necessary to carry out the functions of the COMMISSION. The goal of this document is to provide an internal reference of policies/procedures relevant to COMMISSION purchasing activities and is not intended to circumvent or ignore relevant State laws, rules, and regulations that would control in instances of omission or unintended disagreement.

The COMMISSION's Executive Director shall designate a State Entity individual to act in formal oversight of all financial management and purchasing activities for the agency. This person or their designate shall serve as the COMMISSION's P-Card Administrator and primary Certified Procurement Officer. Unless otherwise noted, the COMMISSION's Executive Director or designate is the agency's final approval authority for financial and purchasing decisions.

C. AGENCY CERTIFIED PROCUREMENT OFFICER(S)

The Executive Director, Assistant Director and/or Division Directors within the COMMISSION shall select one or more employees as determined for process efficiency for training and certification as a Certified Procurement Officer (CPO). The COMMISSION shall designate a Primary Certified Procurement Officer, who shall serve in administrative support capacity over COMMISSION purchasing. The primary administrative support/responsibilities of this person shall include:

1. Monitoring and overseeing the COMMISSION purchasing process,
2. Supporting, guiding, and as necessary, enforcing COMMISSION staff in the use of these procedures,

3. Reviewing and processing purchasing requests in compliance with all applicable laws, rules, regulations and procedures,
4. Establishing effective working relationships with vendors, the OMES, and others,
5. Maintaining records of all purchases.

D. COMMISSION DIVISION RESPONSIBILITIES

Within their respective areas of authority, managers/supervisors of the COMMISSION are responsible for:

1. Advanced planning for acquisitions so that supplies and services can continue without interruption,
2. Assessing division needs,
3. Monitoring, auditing, and evaluating purchasing activities,
4. Effectively managing the agency's assets,
5. Providing contract oversight and enforcement,
6. Developing and assisting in the development of purchasing documents,
7. Assuring that funds are budgeted or otherwise available for requested purchases, and
8. Supporting, guiding, and as necessary, enforcing employees in the use of these procedures.

Employees of the COMMISSION are responsible for:

1. Identifying the goods and services necessary to fulfill their assigned tasks,
2. Knowing and complying with the provisions of this policy.

E. PURCHASE REQUESTS

No employee shall financially obligate the COMMISSION without first obtaining the appropriate division level and/or agency approval(s). The formality of this approval constitutes a Request for Acquisition (RFA), which shall be completed and approved for all purchases, unless otherwise noted.

1. REQUEST FOR ACQUISITION (RFA)

The RFA is designed to collect relevant information concerning the purchase request including a description of the requested product or service and the justification relating to the requested product or service. The RFA also helps to ensure that the requested product or service has received the applicable approvals prior to the expenditure and that the approved purchase will be charged to the appropriate accounts.

Purchases which exceed the estimated cost by 10% on a RFA must be re-submitted through the approval process, unless directed otherwise by an agency CPO.

All RFA's must be approved by a designated Approving Official within the COMMISSION. Unless directed otherwise by the Executive Director, RFAs must be pre-approved by the Executive Director or designee in his/her absence under the following conditions:

1. The RFA is for goods/services greater than or equal to \$1,000, or
2. The RFA is for goods/services less than \$1000 that may be considered outside scope of routine work activity.

2. EMERGENCY PURCHASES

The COMMISSION's Executive Director may authorize a COMMISSION CPO to make an emergency purchase (Title 74, O.S. §85.7(A)(4)). An emergency purchase is one which is defined as a condition resulting from a sudden unexpected happening or unforeseen occurrence or condition and situation wherein health or safety of lives and property are endangered, the situation will continue to worsen, or where there will be substantial damage to public and/or agency property. Acquisitions under this provision may not exceed \$100,000. Detailed written justification shall be provided to the ODAFF's Primary CPO for transmittal to OMES within five days following the acquisition. The written justification must state the word "emergency".

EXCEPTION

Emergencies that arise through the Abandoned Mine Land and the Conservation Programs Divisions related to construction type emergencies or dam failures shall NOT be limited by the \$100,000.00 monetary cap. These Divisions shall be responsible for following the instructions and guidelines established by the OMES DCAM Construction and Properties Division (CAP) and the processes set out by the State's Emergency Management and our federal partners. ODAFF's Primary CPO shall be immediately updated on the situation, provided with detailed paperwork and written emergency justification(s), and engaged in the process where needed to ensure sound monetary policy and quick efficient response to the emergency situation.

F. METHODS FOR PURCHASE

1. STATE USE COMMITTEE

Title 74 O.S. § 3001 through 3010 establishes the State Use Committee which designates a procurement schedule of the products directly manufactured, produced, processed or assembled, or services directly performed, offered or provided by any severely disabled person or qualified nonprofit agency for the severely disabled. State Use Committee suppliers are identified on the State Use Committee procurement schedule which is available through the OMES web site at www.ok.gov/DCS/Central_Purchasing/State_Use_Program/. Products or services available from suppliers on the State Use Committee procurement schedule must be purchased from that source unless a written exemption is obtained. An exemption may only be obtained by submitting a written request to the State Use Committee Contracting Officer. **The exemption must be requested and granted prior to the purchase.**

2. STATEWIDE CONTRACTS

The OMES DCAM Central Purchasing Division enters into agreements and contracts ("statewide contracts") for commodities of common use by state agencies and institutions. An index of and all statewide contracts are available through the OMES DCAM web site at www.OK.gov/dcs/solicit/app/contractSearch.php. The State Purchasing Director designates statewide contracts as mandatory or non-mandatory.

Products or services available from a mandatory statewide contract must be purchased from the contract unless an exemption is obtained. An exemption may be obtained by submitting a written request to the State Purchasing Director prior to the purchase to waive the requirements of a mandatory statewide contract.

Products or services available from a non-mandatory statewide contract may be purchased from the contract if it is in the best interest of the agency.

When ordering from a statewide contract, be sure the contract is current and has not expired. All orders against statewide contracts must be prepared in accordance with the specific terms and conditions of each contract. Terms and conditions vary from contract to contract. Therefore, it is important to review each contract in its entirety.

3. OKLAHOMA CORRECTIONAL INDUSTRIES (OCI)

The Department of Corrections produces an extensive line of products and services that are made available for purchase by state agencies and other qualifying not-for-profit organizations. A complete listing of the products

and services is available in the online catalog on the OCI web site at www.ocisales.com. Products or services must be purchased from Oklahoma Correctional Industries if OCI provides the lowest and best price.

4. INTER-GOVERNMENTAL PURCHASES

Purchases of products or services from government agencies at the state, federal, county, or city level are exempt from the Central Purchasing Act and are not subject to bidding requirements. However, contracting with another government agency for goods or services they would not normally provide is not allowed. Inter-governmental purchases shall not be used specifically for the purpose of evading competitive or public bidding requirements.

5. OPEN MARKET ACQUISITIONS

Products or services not available from a mandatory statewide contract, the State Use Committee procurement schedule, or Oklahoma Correctional Industries (if lowest and best) may be purchased from an open market supplier.

G. PURCHASING THRESHOLDS

The Central Purchasing Act designates dollar thresholds which determine how an open market acquisition shall be made. All components (freight, insurance, etc.) of a purchase must be considered when determining the dollar amount of the transaction. Purchases of goods or services from State Use Committee vendors, statewide contract, or other government agencies are exempt from these requirements regardless of dollar amount. Products or services not available from a mandatory statewide contract, the State Use Committee procurement schedule, or Oklahoma Correctional Industries (if lowest and best) may be purchased from an open market supplier as follows:

1. ACQUISITIONS NOT EXCEEDING \$5,000

Open market acquisitions not exceeding \$5,000 may be acquired through an agency issued purchase order or P-Card, as appropriate. Prior to the issuance of a purchase order or P-Card transaction, the division will obtain approval of the Executive Director of the COMMISSION in accordance with provisions outlined in section E , part 1, above. The CPO or purchasing agent will award the purchase to the supplier which is determined to best meet the need. **Professional Services Contract Certification (OMES-FORM-CP-021) must be obtained if expenditure is for professional services.** Purchase orders shall not be awarded to suppliers that are suspended or debarred by the State Purchasing Director, the Oklahoma Tax Commission, or the federal government, if federal funds are being used. Suppliers of products must possess an Oklahoma sales tax permit, and, as necessary/directed, verification of the sales tax permit may be documented in

the acquisition file.

2. ACQUISITIONS GREATER THAN \$5,000 BUT NOT EXCEEDING \$10,000

Open market acquisitions greater than \$5,000 but not exceeding \$10,000 may be acquired through an agency issued purchase order. Prior to the issuance of a purchase order, the division will obtain approval from the Executive Director of the COMMISSION and solicit price quotations from a minimum of three suppliers in accordance with the following criteria:

- a. Price quotations and delivery dates shall be solicited by mail, telephone, facsimile, or by means of electronic commerce.
- b. The suppliers' price quotation and delivery date(s) may be obtained by telephone, or in writing via mail, facsimile, or e-mail. The suppliers' bid(s) and delivery date(s), along with a non-collusion certification shall be secured from the suppliers.

Note: Professional Services Contract Certification (OMES-FORM-CP-021) must be obtained if expenditure is for professional services.

- c. Purchase orders shall not be awarded to suppliers that are suspended or debarred by the State Purchasing Director, the Oklahoma Tax Commission, or the federal government if federal funds are being used.
- d. Suppliers of products must possess an Oklahoma sales tax permit and, as necessary/directed, verification of the sales tax permit may be documented in the acquisition file.

Note: If vendor is out-of-state and has no Oklahoma sales tax number and shipping product via common carrier, this must be noted on the RFA.

The CPO or purchasing agent will award the purchase to the supplier providing the lowest and best quotation. If the purchase is not made from the supplier providing the lowest and best quotation, a written justification shall be attached to the procurement file regarding the reasons for the action taken.

3. ACQUISITIONS GREATER THAN \$10,000 BUT NOT EXCEEDING \$25,000

Open market acquisitions greater than \$10,000 but not exceeding \$25,000, may be acquired through an agency issued purchase order. Prior to the

issuance of a purchase order, the division will obtain the approval of the Executive Director of the COMMISSION. An agency CPO will solicit bids **from a minimum of 10 or all suppliers in the appropriate commodity classification from a current registered suppliers list compiled by the OMES DCAM Central Purchasing Division or other suppliers list as appropriate** in accordance with the following criteria:

- a. Bids shall be solicited by mail, facsimile, or by means of electronic commerce.
- b. The suppliers' bid(s) and delivery date(s), along with a non-collusion certification shall be secured from the suppliers prior to the award of the contract.
- c. Purchase orders shall not be awarded to suppliers that are suspended or debarred by the State Purchasing Director, the Oklahoma Tax Commission, or the federal government if federal funds are being used.
- d. Suppliers of products must possess an Oklahoma sales tax permit, and, as necessary/directed, verification of the sales tax permit may be documented in the acquisition file.

Note: COMMISSION's Bid Acquisition Checklist shall accompany the procurement file.

Note: If vendor is out-of-state and has no Oklahoma sales tax number and shipping product via common carrier, this must be noted on the RFA.

An agency CPO will award the purchase to the supplier providing the lowest and best solicitation or the solicitation providing the best value to the agency. The COMMISSION shall make a written evaluation of criteria considered in selection of the supplier for the acquisition. Documentation of prices, delivery dates, and the evaluation shall be placed in the acquisition file. If the purchase is not made from the supplier providing the lowest and best solicitation, a written justification shall be attached to the procurement file regarding the reasons for the action taken.

4. ACQUISITIONS GREATER THAN \$25,000 BUT NOT EXCEEDING \$50,000

Open market acquisitions greater than \$25,000 but not exceeding \$50,000, may be acquired through an agency issued purchase order. Prior to the issuance of a purchase order, the division will obtain approval by the Executive Director of the COMMISSION. An agency CPO will then solicit bids **from all suppliers in the appropriate commodity classification from**

a current registered suppliers list compiled by the OMES DCAM Central Purchasing Division or other suppliers list as appropriate in accordance with the following criteria:

- a. Bids shall be solicited by mail, facsimile, or by means of electronic commerce.
- b. The suppliers' bid(s) and delivery date(s), along with a non-collusion certification shall be secured from the suppliers, and OMES-FORM-CP-21, if professional services.
- c. Purchase orders shall not be awarded to suppliers that are suspended or debarred by the State Purchasing Director, the Oklahoma Tax Commission, or the federal government if federal funds are being used.
- d. Suppliers of products must possess an Oklahoma sales tax permit, and, as necessary/directed, verification of the sales tax permit must be documented in the acquisition file.

Note: COMMISSION's Bid Acquisition Checklist shall accompany the procurement file.

Note: If vendor is out-of-state and has no Oklahoma sales tax number and shipping product via common carrier, this must be noted on the RFA.

An Agency CPO will award the purchase to the supplier providing the lowest and best solicitation or the solicitation providing the best value to the agency. If the purchase is not made from the supplier providing the lowest and best solicitation, a written justification shall be attached to the procurement file regarding the reasons for the action taken.

5. ACQUISITIONS GREATER THAN \$50,000

Open market acquisitions greater than \$50,000 may be acquired through an agency issued purchase order as directed by COMMISSION's Primary CPO. Prior to the issuance of a purchase order, the division will obtain approval by the Executive Director of the COMMISSION. The division will then submit to the COMMISSION's Primary CPO the requisition request for direction and/or processing in accordance with state purchasing rules.

6. SPLIT PURCHASES PROHIBITED

"Split purchase" means dividing a known quantity or failing to consolidate a known quantity of an acquisition for the purpose of evading a competitive

bidding requirement. **Split purchasing for the purpose of evading competitive bidding requirements is a felony.**

H. CONTRACTS

1. CONTRACTS

Contracts, agreements and memorandums of understandings will be reviewed by the General Counsel of the COMMISSION prior to submission to the appointing authority for signature. The requesting division is responsible for monitoring and evaluating compliance of their contracts. Contract terms and conditions shall not be modified without prior approval of the COMMISSION General Counsel or OMES (if applicable). Any problems encountered with the terms of the contract or the goods and services shall immediately be brought to the attention of the COMMISSION's Primary CPO.

I. ADDITIONAL INFORMATION

1. CHANGE ORDERS

A change order could be initiated for many reasons including dollar or quantity increases/decreases, funding changes, canceling purchase orders, contract adjustments, or vendor corrections. The change order process is not intended to replace or circumvent routine purchasing procedures.

2. INFORMATION TECHNOLOGY (COMPUTER HARDWARE AND SOFTWARE) ACQUISITIONS

All requests for technology items shall be managed by the COMMISSION's Office of Geographic Information and Technical Services Division (OGITS) to ensure compliance with OMES requirements. The OGITS will review all technology requests via an RFA with supporting documents and when applicable, complete and submit the prescribed OMES hardware or software acquisition forms to the OMES Information Services Division. All acquisitions for high technology systems are subject to the provisions of 62 O.S. § 41.5a (B) and 74 O.S. § 85.7c. This pertains to the oversight and procurement requirements for technology hardware and software acquisitions by the OMES DCAM Central Purchasing Division. Acquisitions of computer hardware or software must be reviewed by the OMES Information Services Division and approved by the Director of State Finance prior to the purchase obligation.

3. INVENTORY ITEMS

Items acquired exceeding \$500.00 in cost, regardless of the method of

purchase must be added to the COMMISSION inventory database. Other items with a cost of less than \$500.00 may also be added to the COMMISSION inventory database if a need exists to track the item as an asset. Assets are to be inspected and an inventory number assigned upon receipt. The inventory database must be updated with the item description, serial number, cost and assigned location information.

4. MEMBERSHIP FEES

Payments for membership in professional organizations are authorized in the name of the agency when the agency derives a benefit from the membership. Agency membership may be in the name of the individual if the membership is for a specific position. In cases where the individual is designated, the membership must be fully transferable as the individual in the position changes.

5. MOTOR VEHICLE PURCHASES

The agency requires approval of the Executive Director for all Motor Vehicle Purchases. Title 47 O.S. § 156.3(d) requires OMES Fleet Management approval for motor vehicle purchases under 10,000 gross vehicle weight (GVW). These approvals apply to statewide contracts and open market bid purchases, verification of the OMES Fleet Management – Vehicle Acquisition Request (OMES-FORM-FMD-016) must be included with the agency's purchase order file.

6. REIMBURSEMENT FOR MISCELLANEOUS PURCHASES

Title 74 O.S. § 250.6(b) allows for reimbursement of expenses paid by state employees for purchases not available through the agency's normal purchasing process, provided the transaction does not exceed \$5,000. The reimbursement claim must be made payable to and signed by the person who paid for the item or service. An appropriate paid receipt or other proof of payment must be included with the reimbursement request. Proof of payment may be shown by a "cash" payment on a sales receipt, a cancelled check, a credit card billing statement or charge receipt, or other proof of payment provided by the vendor. Claims exceeding \$100 may be required to have attached written justification explaining why normal purchasing methods could not be used.

The intent of this procedure is to provide a method of payment for transactions that cannot be made through the agency's normal purchasing and payment process. Some examples of purchases qualifying as a reimbursable expense are listed below:

- a. When a vendor will not accept an agency purchase order or the p/ card,

- b. Miscellaneous purchases may be necessary while an employee is in travel status,
- c. Emergency purchases may be necessary after the close of business, during weekends, or holidays, or
- d. Seminars, workshops, etc., may require payment before or at time of registration.

7. SETTLEMENT AGREEMENTS

Settlement agreements are used to ratify unauthorized commitments incurred on behalf of the agency. Settlement agreements may be used when individuals in the agency have illegally or without authorization obligated the state to an expenditure of funds. Settlement agreements may also be used to pay for previous fiscal year expenditures when that years funding is no longer available.

The Appointing Authority shall approve, disapprove and sign all settlement agreements. The division will document the facts and circumstances of the commitment, and provide to the COMMISSION's General Counsel. The General Counsel or designate will draft the settlement agreement for review. Once the agreement is signed and approved by all parties, the original agreement will be forwarded to the COMMISSION's primary CPO who will forward a copy of the settlement agreement and the supporting documents to the State Purchasing Director.

8. SOLE SOURCE OR SOLE BRAND ACQUISITIONS

Situations may arise wherein the needed product or service is available through only one supplier (sole source) or one manufacturer (sole brand). When this occurs, the requestor should complete a Sole Source or Sole Brand Acquisition Certification.

A sole source acquisition is when only one specific product or service will meet the agency's needs and only one vendor can provide that product or service.

A sole brand acquisition is when only one specific product or service will meet the agency's needs but there are several vendors capable of providing the product or service. Competitive bids will be solicited for sole brand acquisitions.

All Sole Source or Sole Brand Acquisitions will be reviewed by the COMMISSION's Executive Director and Primary CPO prior to submittal to the Appointing Authority for signature.

State law allows only the Appointing Authority to sign a Sole Source or Sole Brand Acquisition Certification. The penalties for a false statement on a Sole Source or Sole Brand Acquisition Certification are severe so it is essential that the sole source or sole brand meet the required criteria.

9. **UTILITY PAYMENTS**

Payments for the installation and/or use of public utility services are not subject to the bidding requirements of the Central Purchasing Act as authorized by 74 O.S. § 85.12.B.4. The provision for exempting utilities is that the service must be regulated by a state or federal regulatory commission, or by municipal ordinance. The Corporation Commission maintains a list of all regulated utility providers. To determine if a utility is regulated, check the Corporation Commission website at www.occeweb.com.

J. REAL PROPERTY LEASING

1. All leases for space, regardless of type, size, and dollar value, must be authorized by the OMES DCAM. An authorized lease agreement must be approved by the State Leasing Administrator prior to occupying the space. Real property includes office space and storage space. The same requirements apply regardless of whether it is state owned space or non-state owned space.
2. State agencies cannot pay for permanent improvements to real property nor make direct payments to a vendor for permanent improvements if the property is being leased from a private vendor. Permanent improvements include electrical, construction of walls, and plumbing. There is no cost minimum to this restriction.

K. CONSTRUCTION

1. As specified in the Public Competitive Bidding Act of 1974, (61 O.S. § 101 et. seq.) and the Public Building Construction & Planning Act (61 O.S. § 201 et. seq.), state construction is processed in accordance with the instructions and guidelines established by the OMES DCAM Construction and Properties Division (CAP). The DCAM Construction and Properties Division assist state agencies and serves as the contracting authority for building design and construction services.
2. For projects under \$5,000, state agencies may contract directly with any suitable contractor, and pay with a direct PO or via p-card, as appropriate. [CAP Form M601](#) is a one-page contract for agency use in this situation. Proof of Insurance is also required.

3. For projects under the statutory amount (currently \$50,000 per 61 O.S. §103), state agencies issue solicitation and accept written bids, then send their requisition and procurement documents to CAP for contract award. Guidance and forms are found in [CAP Form M800](#).
4. Projects over the statutory amount (currently \$50,000 per 61 O.S. §103) are required to be publically bid. CAP places the necessary advertising and maintains a public bid desk for the distribution of plans and receipt of sealed bids. At the time and place designated in the bid solicitation, CAP publically opens and reads aloud each sealed bid. A bid tabulation is then prepared and sent to the using agency for review. Upon approval by the using agency, CAP awards the contract to the lowest responsible bidder.

II. PURCHASE CARD PROGRAM:

Program

The State of Oklahoma Purchase Card (P-Card) Program establishes the use, by designated State employees, of commercial purchase cards to facilitate the acquisition of goods and services necessary for conducting official State business. There is no limit on the amount of a P-Card transaction for purchases from a Statewide Contract or payment of utilities. For any other transaction with a state purchase card, the transaction shall not exceed Five Thousand Dollars (\$5,000.00). All purchases shall be made in accordance with State statutes, rules, and these Procedures, which include but may not be limited to:

- Central Purchasing Act, 74 O.S. § 85.1 et seq.
- State Travel Reimbursement Act (STRA), 74 O.S. § 500 et seq.
- State of Oklahoma Travel Policy
- OMES, Central Purchasing Codified Rules, OAC 260:115
- State Agency Internal Purchasing and P-Card Procedures
- Statewide Accounting Manual

State entities are encouraged to use the P-Card in lieu of purchase orders and authority orders when possible. The P-Card can be used with any merchant that accepts the current card type (e.g., Visa) as a form of payment. It is intended that P-Cards be issued to selected State employees when the use of the P-Card will enhance State Entity effectiveness or economy of operation. If used to its potential, the P-Card Program will result in a significant reduction in the volume of purchase orders and related documentation including invoices and checks. In

addition, corresponding work processes associated with ordering and check writing may be reduced.

Cards are issued in the name of the State but also bear the name of the P-Card holder, name of the P-Card holder's State Entity, and the P-Card holder's unique account number. Liability for payment to the P-Card issuer rests with the State. Employees involved in the P-Card Program are subject to State ethics laws and directives. More information can be located at <http://www.ok.gov/ethics>

Program Structure - [chart](#)

The program is a blend of centralized procedures, training and program monitoring coupled with decentralized day-to-day management and P-Card use. Key individuals in the daily operation of the program are:

State P-Card Administrator - The Central Purchasing staff member designated to assist the State Purchasing Director with implementation and operation of the P-Card Program.

State Entity P-Card Administrator - The employee in each state agency designated to manage that agency's program.

State Entity Approving Official – One or more agency staffers designated to review and approved P-Card purchases made by P-Cardholders.

P-Cardholder – One or more agency employee trained and authorized to make approved purchases using the P-Card.

P-Card Use

Use of P-Cards by the COMMISSION will proceed in accordance with rules/procedures outlined in the *State of Oklahoma Purchase Card Procedures* document (OMES Central Purchasing 2016). **Purchases by P-Card are limited to \$5,000 or less for a single transaction; however, state entities may limit any specific p-card to a lower amount.** The \$5,000 limitation does not apply to acquisitions from Central Purchasing, statewide contracts, utilities, interagency payments, or professional services as defined in Section 803 of Title 18 of the Oklahoma Statutes. The P-Cards may be used for walk-in, telephone or Internet purchases.

The COMMISSION's designated State Entity individual shall serve as the COMMISSION's P-Card Administrator. The COMMISSION Executive Director shall approve designated COMMISSION employee(s) to serve as P-Cardholder(s). P-cardholders must be full time or permanent part time (not temporary) employees of the agency. Each P-Cardholder must achieve purchasing approval through RFA by a COMMISSION Approving Official who must be at least one level above the P-Cardholder's position.

The P-Card is an alternate method of purchasing but does not eliminate any of the mandatory requirements that must be followed for any purchase. A P-Card purchase may only be made after the necessary approval process has been completed. If the product or service is available through one of the mandatory sources – State Use Committee, mandatory statewide contract, or OCI (if lowest and best bid) – it must be purchased from that source or a waiver must be obtained.

P-Card transaction information and reports are available via the transaction system (currently “Works”).

A. P-CARD ADMINISTRATOR RESPONSIBILITIES

The designated COMMISSION P-Card Administrator will manage, on a day-to-day basis and in detail, the P-Card Program and Transaction System for COMMISSION. The P-Card Administrator will serve as the primary interface with the State P-Card Administrator and the issuing bank. The ODAFF P-Card Administrator will coordinate cardholder training pursuant to State Purchase Card procedures. The P-Card Administrator will review P-Card account activity on a monthly basis. All cardholder accounts that have no activity in a twelve-month period will be reviewed by ODAFF P-Card Administrator and COMMISSION Division Directors and subject to determination as to whether to leave the account active or close the account.

B. CARDHOLDER RESPONSIBILITIES

1. Each cardholder may only use the card in accordance with established procedures as outlined here and the State’s P-Card procedures document. Unauthorized use or failure to maintain required logs and other documentation will result in cancellation of the card and possible disciplinary actions. It is the cardholder’s responsibility to ensure that prices paid using the P-Card are fair and reasonable. The cardholder shall protect the security of the P-Card and card account number at all times.
2. Cardholders should regularly review the transaction system for posted account information. The cardholder’s review will be to validate that posted purchase transactions are accurate. These regular reviews will help with security by early identification of unauthorized use.
3. Cardholders shall maintain a transaction log detailing all purchases made with the P-Card. Cardholders shall obtain an electronically generated memo statement upon closing of the bank’s monthly billing cycle from the Transaction System. The memo statement shall be reconciled by the cardholder and submitted (along with the transaction log and all supporting documentation) to the cardholder’s

Approving Official.

4. Statewide p-cardholders will use the designated card for purchases from established statewide or state use contracts.
5. P-Cardholders will use the designated card for travel related expenses following the State's p-card procedures document and agency guidelines for this type of account.

C. APPROVING OFFICIAL RESPONSIBILITIES

1. Approving Officials shall review the cardholder's reconciled memo statement and supporting documentation for accuracy, completeness, appropriateness of the purchase and whether the transactions were conducted according to State statutes, rules, procedures, and sound business practice. Any issue that cannot be resolved between the Approving Official and the Cardholder shall be brought to the attention of the Agency P-Card Administrator for resolution. To indicate concurrence with the reconciled statement, the Approving Official shall sign and date the memo statement. The memo statement, P-Card transaction log, and all supporting documentation shall be submitted to the Agency P-Card Administrator in a timely manner.
2. The Approving Official shall immediately notify the Agency P-Card Administrator of a change in the employment status of a cardholder. If a cardholder leaves State employment, the Approving Official shall return the destroyed P-Card to the P-Card Administrator.

D. AUTHORIZED USES

1. P-Card use is for official purposes only.
2. Use of the P-Card is limited to the person whose name is embossed on the P-Card.
3. P-Card holders are authorized to use the P-Card for any approved purchase up to \$5,000 in accordance with the State of Oklahoma Purchase Card Procedures document (OMES Central Purchasing 2016). Individual card limits below \$5,000 may be established based on individual's routine purchasing needs. Purchases from statewide contracts issued by the State Purchasing Director, utilities, interagency payments, and certain professional services as defined in Section 803 of Title 18 of the Oklahoma Statutes are exceptions to the \$5,000 limit, but must be approved by the COMMISSION's designated P-Card Administrator.

E. PROHIBITED USES

The P-Card shall not be used for the following types of purchases:

1. Entertainment
2. Split Purchases (defined in I. Procedures, Part G. Purchasing Thresholds, Section 6. Split Purchases Prohibited, page 10, of these purchasing procedures)
3. Diem food and beverages as authorized by the State Travel Reimbursement Act, Oklahoma State Travel Policy, and any other statute pertaining thereto
4. Cash, cash advances, automatic teller machine (ATM) transactions
5. Goods or services for personal use
6. Items not for official state business
7. Any transaction or series of transactions, which exceed the limits established on an individual P-Card
8. Motor fuel for personal vehicles or state owned equipment and vehicles
9. Automotive general maintenance, ancillary items, and emergency repairs pursuant to Statewide Contract # 101 (SW101) for Automated Fleet Fuel Management System. (Maintenance, repairs, or parts for equipment is not prohibited.)
10. Automatic Drafts
11. Gifts or gift certificates; this does not apply to gift certificate purchases made for employee performance recognition pursuant to 74 O.S. § 4121. Gift certificates are a taxable, reportable item for the recipient
12. Any transaction exceeding \$5,000, except O.S. 74 § 85.5 L authorizes unlimited purchases of the following:
 - a. Purchases from statewide contracts issued by the State Purchasing Director;
 - b. Utilities - Each invoice should be paid in its entirety with one single transaction. Suppliers who place restrictions on payments that cause multiple transactions to pay a single invoice should not be paid by P-Card. If choosing to utilize the P-Card for utility payments, the annual cumulative convenience fee totals may not exceed the amount of the P-Card rebate for those purchases.
 - c. Interagency payments; and
 - d. Certain professional services as defined in Section 803 of Title 18 of the Oklahoma Statutes.
13. Any transaction or series of transactions, which exceeds the limits established on an individual P-Card
14. Any transaction made by anyone other than the cardholder.

F. P-CARD PROCESS

1. The P-Card may be used for walk-in, telephone or internet purchases though card security must be a primary consideration before any use. Internet purchases may only be made through a secure site.
2. The cardholder must obtain an acknowledgement for each purchase or order. The acknowledgement will be a receipt for walk-in purchases, a confirmation number for telephone orders or an order confirmation for Internet orders. **Detailed receipts shall be obtained for all purchases.**
3. Purchases are exempt from State of Oklahoma sales tax. The State's sales tax identification number is provided on the P-Card and cardholders must exercise caution to ensure they are not being charged nor paying such tax.
4. To document the receipt of goods or services, the receipt must be annotated "Received" and signed and dated by the cardholder.
5. Each cardholder must maintain a separate transaction log for each billing cycle listing all P-Card purchases, returns, credits and disputed transactions.
6. The cardholder should immediately resolve a disputed transaction with the merchant. If the dispute cannot be resolved, the cardholder should annotate the transaction log accordingly and forward all related information to the ODAFF P-Card Administrator. The ODAFF P-Card Administrator may contact the state P-Card issuing bank for assistance. This must occur within 30 days after the original transaction date.
7. If a card is lost or stolen, the cardholder must immediately notify the state P-Card issuing bank. The agency is responsible for purchases on a lost or stolen P-Card until the state P-Card issuing bank is notified. The cardholder should record on the transaction log the name of the customer service representative as well as the date and time the state P-Card issuing bank was notified. In addition, the cardholder must complete a Stolen Card Notification form and provide it to the P-Card Administrator.

III. RECORDS RETENTION:

A. GENERAL PROCUREMENT RECORDS

The COMMISSION shall retain all records relative to acquisitions and contracts for the periods required by the State Consolidated General Records Disposition Schedule, Financial Records, 2-91 Contracts and

Acquisitions (OAC 260:115-5-9) which states that these records shall be retained in the office for seven (7) years after expiration of the contract, then destroyed, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. The COMMISSION will make records for state agency acquisitions available to the State Purchasing Director when the OMES performs an audit of state agency acquisitions.

B. P-CARD RECORDS

The COMMISSION shall retain all records relative to P-Card transactions for a the periods required by the State Consolidated General Records Disposition Schedule, Financial Records, 2-101 State Purchase Card (P-Card) which states that these records shall be retained in the office for a period of seven (7) years, then destroyed after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. P-Card records include but are not limited to transaction receipts and logs, dispute documents, Cardholder and State Entity Approving Official approvals, and any other pertinent documents whether in paper or electronic form.

IV. FORMS

Consult the COMMISSION's designated Primary CPO for relevant forms.

**OKLAHOMA CONSERVATION COMMISSION
ADMINISTRATION STAFF - SUMMARY OF ACTIVITIES
Monday, December 4, 2017**

Executive Director/Assistant Director

- Attended the Southern Soil Health Conference in Wichita Falls and spoke on the Farm to Food Bank Project.
- Christopher Cox started to work as the Commission Public Information Officer on November 20. Took him to Stillwater to meet with NRCS partners.
- Attended Woods County Conservation District board meeting.
- Attended and presented at the Small Farms Conference in Oklahoma City.
- Participated in all area meetings.
- Continued planning for state meeting.
- Continue to work with Dept of Agriculture Financial Management and Human Resources staff through transition of financial management responsibilities.
- Worked with ODAFF Human Resources staff to reconcile OSEGIB and OPERS payments for October. Reviewed district preclaim summaries for completeness.
- Reconciled the AFLAC billing for agency and district employees.
- Reviewed conservation district claims prior to processing.
- Assisted Beaver County with new hire paperwork for technician position
- Compiled New District Director Notebooks
- Updated the Commission's Agreements database
- Updated District Director's database
- Prepared the minutes from the previous regular scheduled meeting for review and approval
- Finalized December Commission meeting packet: Prepared tentative meeting agenda; Out of State Travel exhibit; Agreements exhibit, Recommendations for Appointment exhibit, Administration Division Monthly Summary
- Compiled the tentative meeting packet for hard-copy and email distribution to Commission members and principal staff
- Sent email Meeting Notice

General Counsel

November 2017 Report

- Responded to issues and questions for or on behalf of the following conservation districts: Blaine County CD, Cimarron Valley CD, East Canadian County CD, Garvin County CD, Kingfisher County CD, Logan County CD, Love County CD, Osage County CD, Pontotoc County CD, Sequoyah County CD, and South Caddo CD
- Timesheet and reports
- Attended November Commission meeting
- Conservancy District clarification responses – 4
- Open Record Requests – 2
- Attended the Area 2 meeting in Chickasaw, Oklahoma on November 2, 2017
- Joined East Canadian County CD at Cottonwood Creek Watershed Site #17 on November 3 for a walk around of the site to discuss future development concerns, requests by landowners to change the fencing, and review pipeline locations and poles; pipeline poles were located in the spillway and the company has been contacted regarding erosion concerns; the company will be completing a review and discussing options for removal of the poles
- Responded to open record request by realtor and developer for the Cottonwood Creek Watershed Site #17 (Site #17); telephone discussion regarding the original dam and the rehabilitation of Site #17
- Responded to an email from a landowner about water backing up onto his property from a possible watershed structure. Landowner was informed that the structure was Upper Clear Boggy #22 and was provided with contact information for the Pontotoc County CD; the response email also informed the landowner that the Pontotoc County CD also had easements for temporary flowage and storage of water for the Site #22 on his property. The issues and concerns were discussed with the Pontotoc County CD prior to any response being sent to the landowner
- Also Assisted Pontotoc County CD in the drafting of a notice of easement violation letter on Upper Clear Boggy Watershed Site #22 regarding a different landowner

- Responded to questions by conservation districts regarding the following topics: sale of equipment; easement violations and enforcement; development around watersheds; partnership issues; and release of records
- Attended the Sallisaw Creek Watershed Site #33 pre-scheduling hearing on November 14 before the hearing officer for the Oklahoma Water Resources Board (OWRB) in OKC. Dates were set for discovery, motions, witness & exhibit lists and a hearing date set for April 2, 2017; Mr. Bob Kellogg attended the meeting as the representative of the Landowner's of Sallisaw 33
- Filed the Commission's Administrative Orders regarding the Cimarron Valley CD with the Secretary of State's Office
- Responded to issues for the South Caddo CD
- AML: work on letter and agreement on Sparks project, gather updated addresses and phone numbers for landowners for the William-Talala Project; work on ROE's; work on Cooperative Agreement
- Assist Garvin County and Murray County CD's with issues arising on Wildhorse Site # 99 and #227
- Review of letter for East Canadian CD regarding Sundance Airport Expansion issue; reviewed draft of the agency purchasing policy; reviewed settlement and release agreement, prepared and sent presentation on Oklahoma's Watershed's to Half Moon Education for the Oklahoma Water Laws and Regulations Conference in OKC, OK on December 21, 2017
- Reviewed filed easements for the proposed new construction watershed flood control structure, Lower Bayou Creek Watershed Site #12 (Site #12); contacted Merit Energy to discuss issues that might arise around their Loving oil and gas pad as NRCS proceeds with the design of Site #12

**OKLAHOMA CONSERVATION COMMISSION
WATER QUALITY DIVISION
NOVEMBER MONTHLY SUMMARY**

Shanon Phillips, Director
December 4, 2017

Conservation District Meetings

Staff attended Craig, Delaware, North Fork of the Red River, Ottawa Conservation District Board meetings.

Neosho River Basin Regional Conservation Partnership Program

Staff conducted the following activities:

- 2 state agreements for riparian area exclusion
- 5 active federal contracts
- 7 cooperators are actively participating
- Federal funds obligated to date: \$391,835
- State funds obligated to date: \$58,160.50

Activities:

- NRCS Team 6 Meeting, Tahlequah, 10/31
- Craig County board meeting, Vinita, 11/1
- OACD Area III Meeting, Bartlesville, 11/7
- Ottawa County board meeting, Miami, 11/8
- Delaware County board meeting, Jay, 11/13

Upcoming Events:

- Beef Nutrition Meeting, Delaware Co Cattlemens, Jay, 11/30
- Craig County board meeting, Vinita, 12/6
- NRCS Zone Safety Meeting, Pryor, 12/8
- Delaware County board meeting, Jay, 12/11
- Ottawa County board meeting, Miami, 12/13
- Cherokee County Christmas lunch, Tahlequah, 12/13
- Craig County board meeting, Vinita, 1/3
- Ottawa County board meeting, Miami, 1/10
- Delaware County board meeting, Jay, 1/8

Elk City Lake Regional Conservation Partnership Program

- Work continues on EQIP contracts with producers
- Payment made on one contract

Blue Thumb October Report

Blue Thumb Water Quality Education Program

Water Quality Division, Oklahoma Conservation Commission
Report for Rob Barossi, Candice Miller, Kim Shaw, Jean Lemmon

Compiled activity summary for October: 1327 total people reached

Ongoing activities:

- Contacts with volunteers (Bug picking and Quality Assurance sessions)
- Evaluating program before hiring replacement for Jeri Fleming

November activities (scheduled public events)

- 11/2: Area IV Meeting, Chickasha
- 11/2: Garvin County Natural Resource Day
- 11/3-4: Blue Thumb Training, Broken Arrow
- 11/5: Project WET, Broken Arrow/Tulsa
- 11/6: Education Day, Tulsa
- 11/7: Area III Meeting, Bartlesville
- 11/9: Area V Meeting, Wilburton
- 11/14: Area II Meeting, Wayne
- 11/14: Oka Institute Advisory Council Meeting, Ada
- 11/16: Area I Meeting, Cherokee
- 11/16: Creek Walk, Howe
- 11/16: Mini Academy, Howe
- 11/17: Project WET Workshop, Howe
- 11/17: Girl Scouts, Moore
- 11/18: KOB Awards, Norman
- 11/20: Fish Talk, OCU

December Activities

- 12/1: Friends of Blue Thumb Meeting
- 12/2: Crow Creek Meadow work day
- 12/4: OACD Christmas Luncheon
- 12/19: Full Staff Meeting, Lake Arcadia

Management Staff

- Participated in the following meetings:
 1. Commission meeting (10/09)
 2. Governor's Water Conference (10/31-11/01)
 3. Facilitated Area IV meeting (11/02)
 4. Tyner Creek riparian prioritization project meeting (11/03)
 5. Commission meeting (11/06)
 6. Facilitated Area I meeting (11/16)
 7. Office 365 meeting with OMES (11/20)
 8. P-card training (11/20)
 9. Illinois River TMDL working group conference call (11/28)
 10. HRDS training class (11/29)
- Continued work on the NWQI Pilot project (throughout)
- Worked on agency purchasing policy (throughout)
- Responded to numerous internal and external info requests throughout the month

Soil Health Education Program

- Attended and presented Soil Health and WQ Display at Governor's Water Conference
- Attended and participated in Area I, II, III, and IV OACD Meetings
- Spoke about 2017 SH training numbers, 2018 future opportunities and education activities at Area Meetings
- Presented Soil Health round robin of SH tools at Area Meetings
- Attended H2OK Coordination meeting w/DEQ, OWRB, and Tourism Education staff
- Attending Southern Soil Health Conference in Wichita Falls, TX
- Checked out Education trunks to Washita CCD, ODWC, and Blue Thumb staff

Monitoring

- Continued routine water quality monitoring for Rotating Basin Project – 1.4 (RBP1.4) (Neosho/Grand and Upper Canadian Basins) cycle
- Continued routine water quality monitoring for the Rotating Basin Project – 2.4 (RBP 2.4)(Upper Arkansas, Upper North Canadian, and Cimarron River Basins) cycle
- Continued monthly water quality sampling at 5 stream sites in the Neosho River Basin Regional Conservation Partnership Program (RCPP) Project area and one site on West Elk Creek in the Elk City Lake RCPP Project area
- Continued monthly water quality sampling at 3 stream sites in the Little Beaver Creek watershed in support of the Little Beaver NRCS National Water Quality Initiative (NWQI)
- Continued support for the monitoring of Holi-Tuska Creek in support of the New Spiro Lake Project in LeFlore County
- Continued subsampling macroinvertebrate collections in preparation for identification by the contracted taxonomist
- Continued fish identification of fish samples collected for the Rotating Basin 2.4 sites

Wetlands

Staff conducted the following activities:

- Completed a State Wildlife Grant (SWG) proposal to develop an aquatic invasive nuisance species monitoring and education program
- Completed a State Wildlife Grant (SWG) proposal to complete a riparian restoration on Tyner Creek
- Completed 30 wetland determinations
- Conducted plant identification for seven wetlands surveyed for the National Wetland Condition

Technical Writing & Records Management

Staff conducted the following activities:

- Worked on various reports and written outputs in fulfillment of work plan deliverables
- Fulfilled multiple information requests
- Entered sampling information
- 11/6 Field audits for field staff in Stroud
- 11/7 Area III Meeting, Bartlesville

- 11/14 Area 2 Meeting, Wayne
- 11/20 Field audits for remaining field staff in Stroud
- 11/21 Water for 2060 – Squeeze Every Drop Meeting, OWRB

Upcoming Events:

- 12/6 Meter Calibration/QA
- 12/14 TMDL Workgroup meeting, DEQ
- 12/19 Full Staff Meeting, Lake Arcadia

Environmental Projects Coordinator

- Updated Locally Led Cost Share Report
- Processed invoices and Requests for Acquisitions
- Processed contracts
- Attended Area II OACD meeting

Submitted to EPA Region 6:

- Submitted wetlands project report: ODOT Mitigation
- Submitted wetlands project report: Historic Mapping

Received from EPA Region 6:

- Quality Management Plan approval

Environmental Programs

OWRB Green Infrastructure Funding

- Eufaula Wetland designer has been selected and contract has been signed. Design nearing completion.
- Pre-construction meeting held on October 17 with contractor for McMurtry Parking Lot. Follow-up meeting held 11/21 with contractor to discuss final design modifications to meet material specifications.
- GRDA design contractor has been selected. Meeting held with contractor to discuss designs and plan project schedule. Site visit completed for additional data collection, contractor expects to have first draft of design in December for review.
- Developed an MOU with Team up to Clean Up for project oversight on Eufaula Wetland Project.
- OCC staff continues to work with OWRB, OMES and Jeri Fleming to complete required documentation for SRF projects.

Implementation

- Working with Ed Fite/GRDA to enroll ~150 acres in conservation easements in the Illinois River watershed. GRDA has approved an agreement with us to provide them \$500,000 to purchase the conservation easements. GRDA has approved three easements. First invoice received for initial enrollments.

- Olsson & Assoc. completed field work for Tyner Creek watershed assessment. OCC staff met with Olsson and reviewed initial product. Final report expected in mid-December.

**OKLAHOMA CONSERVATION COMMISSION
ABANDONED MINE LAND DIVISION MONTHLY SUMMARY**

Robert W. Toole, AML Program Director

December 4, 2017

AML Project Management

Pryor (Muskogee County)

Construction contract was awarded on January 25, 2017, to T. McDonald Construction for \$1,024,278.40. The contract time is 426 days with a completion date of April 5, 2018. Project is on schedule.

Sparks (Muskogee County)

Construction contract was awarded on March 27, 2017, to Thomas Construction, Inc., for \$631,859.20. The contract time of 211 days and completion date of November 2, 2017, have been extended due to weather days and additional work items. Project is on schedule.

McSpadden East (Rogers County)

In-house design has been completed; contract packet being assembled.

Moore North (Rogers County)

Authorization To Proceed (ATP) was received from the Office of Surface Mining Reclamation and Enforcement (OSMRE) on November 15, 2017. Contract packet has been submitted to Construction & Properties for bidding.

Pryor South (Muskogee County)

Mandatory Pre-Bid Conference was held on November 9th; bid opening was November 21, 2017.

Selrahc (Haskell County)

In-house design is in progress. Archeological survey report was received with no issues noted.

Fowler (Haskell County)

Environmental considerations being cleared; right-of-entries are finalized; in-house design is in preliminary stage.

Greer Phase 3 (Rogers County)

Fall vegetation plan has been implemented. Repairs and erosion control are being monitored.

Baumann (Rogers County)

Fall vegetation plan has been implemented; project being monitored.

Greer Phase 2 (Rogers County)

Monitoring is on-going. Release letter is scheduled.

Moore South (Rogers County)

Environmental assessment 95% completed pending ABB study and NLEB habitat assessment scheduled for August 2018; realty and rights-of-entry are in progress; final design has been completed.

Construction scheduled for 2018 pending availability of funds, ABB survey results, and ATP from OSMRE.

Loudermilk Area (Rogers County)

Realty is being cleared; design pending.

Taloka Creek (Haskell County)

Design pending.

West Chelsea Area (Rogers County)

Project selection pending completion of realty.

Williams Talala (Rogers County)

Project selection pending completion of realty.

Laney (Wagoner County)

Realty in progress; assessment pending.

Busby (Rogers County)

Aerial photogrammetry completed; bathometric survey completed; project selection pending.

Ryan Williams (Rogers County)

Aerial photogrammetry completed; bathometric survey completed; project selection pending.

Woytas (Rogers County)

Aerial photogrammetry completed; bathometric survey completed; project selection pending.

Johnny Patterson (Haskell County)

Aerial photogrammetry completed; bathometric survey completed; project selection pending.

McMillin-Graf (LeFlore County)

Site evaluation for project selection has been completed; evaluation data being analyzed.

Robson (Wagoner County)

Request for consideration received; assessment scheduled.

AML Administration

- Underground mine inventory update: on-going.
- Digitized Problem Area boundaries from scanned quad maps.
- Realty Research & Verification: on-going.
- Budget Management: on-going.
- Personnel Management: on-going.
- Equipment Management: on-going.
- Operations Management: on-going.
- New Conservation District Director Orientation: AML Program information prepared and submitted.
- Updated federal Abandoned Mine Land Inventory System.
- Participated in a conference call with the Mid-Continent Region Technology Transfer Team of OSMRE.
- Participated in a conference call with the NAAML Public Information and Education Committee.
- Professional Development: Training schedule for 2018 has been released by OSMRE for the National Technical Training Program (NTTP) and the Technical Innovation and Professional Services (TIPS) courses. AML staff will be scheduled as needed.
- One staff attended Autodesk University.
- One staff passed CPO exam and became a Certified Purchasing Officer.

**OKLAHOMA CONSERVATION COMMISSION
OFFICE OF GEOGRAPHIC INFORMATION & TECHNICAL SERVICES DIVISION
MONTHLY SUMMARY**

Mike Sharp, State Geographic Information Coordinator & Director
November, 2017

OGI & TS Activity

- Worked on various hardware and software support issues for OCC non-OMES computer systems.
- Followed up on and provided assistance regarding OMES helpdesk tickets submitted by OCC and District staff.
- Routine server, software and anti-virus and anti-spam maintenance on OGI computer systems.
- Worked with various conservation districts on IT issues.
- Attended the Area 5 OACD meeting in Wilburton on November 9.
- Participated in an Office 365 briefing conducted by OMES on November 20.

Geographic Information System (GIS) Activity

- Provided GIS services to AML, WQ, CP and Administration.
- Provided maps for the Watershed Dam Assessment Project.

Office of Geographic Information/State Geographic Information Council

- Worked on OKMaps servers, software and data.
- Worked on compiling parcel data for statewide parcel data layer.
- Provided support to OKMaps users.
- Met with State 911 Technical Subcommittee to discuss mapping needs.
- Conducted a regular meeting of the State Geographic Information Council on November 3rd in the Higher Regents Board Room.
- Began discussions with ESRI concerning the creation of a Open Data Portal that would import OKMaps data layers. This would provide another access point for OKMaps data through a cloud-based delivery system.

OKLAHOMA CONSERVATION COMMISSION
CONSERVATION PROGRAMS DIVISION
Tammy Sawatzky, Director
December 4, 2017

Administration

- Reconciled O&M and rehab financial records.
- Continued work on watershed dam hazard class review project.
- Attended OACD area meetings.
- Attended Noble County CD board meeting.
- Claims processed:

	# of Claims	Amount
CPD Administration	17	\$ 7,835.55
District O&M	15	141,414.40
District Rehab	2	103,891.00
TOTAL		\$253,140.95

Operation & Maintenance

- Technical, administrative, and legal/easement assistance to 17 Conservation Districts:
Garvin Logan County Talihina
Custer County Washita County Grady County
North Fork of Red River Kay County Kiowa County
Sequoyah County Pontotoc County McClain County
Love County Adair County Mayes County
Noble County
- Attended OACD area 2 and 4 meetings.
- Assisted with Garvin CD outdoor day.
- Delivered hog gates to 7 Conservation Districts:
Woodward County Ellis County Harper County
Woods County Beaver County Kingfisher County
East Canadian County

- Approved O&M Funding Requests:

District	Project	Amount
Adair County	Multiple Sites-vehicle repair	\$ 147.28
Garvin	Travel-assisting other districts	127.50
Noble County	Multiple Sites- equipment maintenance	5,000.00
TOTAL		\$5,274.78

- Approved wildlife service's requests:

District	# of Dams
Coal County	1
Murray County	1
Pontotoc County	4

Watershed Rehabilitation

- Administrative, technical and land rights assistance to
Sequoyah County – Sallisaw 33
Murray County – Rock 15 and 16
City of Perry – Upper Black Bear 62
Logan County – Cottonwood 54
Dewey County – Barnitz 5
- NRCS rehabilitation agreement management
- Conducted Rock Creek Site 16 pre-construction meeting.

Cost-Share Program

- Reviewed Program Year 18 monthly reports received from conservation districts.
- Prepared and distributed the Program Year 17 Final Report.
- Assistance: Provided Cost-Share Program assistance to 20 Conservation Districts:
Garfield County Dewey County Sequoyah County
Major County Cotton County Payne County
Osage County Ottawa County Texas County
Woodward County Pushmataha Konawa
Alfalfa County Cimarron County Pittsburg County
Atoka County Creek County Logan County
Greer County Caney Valley

# of Claims	# of Districts	Claim Amount		
<u>PY 18</u>				
70	34	\$161,966.20		
Brush Management	303.8 acres	Herbaceous Weed Control	68 acres	
Cover Crop	179.4 acres	Pasture Planting	7.9 acres	
Diversion	1,181 cy	Pipeline	8,459 lf	
Fence	3,623 lf	Pond	38,834.8 cy	
Grassed Waterway	1.7 acres	Pumping Plant	6	
Heavy Use Area Protection	1,480.4 sf	Watering Facility	4	
		Well	11	