

AGENDA REQUEST FORM

Agenda Item:	Designation of Purchase Cardholder
Name of Person Submitting Request:	Keri Lyles
Address:	Purchasing Dept.
Phone:	(405) 366-0224
Date Requested:	6/13/2026

Description of Agenda Item Including purpose for consideration by Board of County Commissioners (include type of Motion requested).

Approve designation of purchase cardholder:

Teresa Heard, Cleveland County Treasurer with a limit of \$5,000

Internal Use Only

Received By: _____
 Acknowledge: _____ (Chairman)
 _____ (Member)
 _____ (Member)

Date Assigned: _____
 Applicant Notified: _____
 Routine (Consent) Item: _____

Other Parties Notified:

Designation of Purchase Cardholders:

As approved on **13-Jul-2026** the Board of County Commissioners of **Cleveland** County, Oklahoma in an open meeting approves the issuance of County Purchase Cards to the following county employees with the following restrictions:

Employee	Department	Total Card Limit
<u>Teresa Heard</u>	<u>County Treasurer</u>	<u>\$ 5,000.00</u>
_____	_____	_____
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_____	_____	_____
_____	_____	_____

The Purchase Cardholders designated above shall have the authority to utilize County purchase cards for lawful purchases in accordance with State Statutes and the **Cleveland** County Purchase Card Policy.

Attest:

County Clerk or Designee

Chairperson

Board Member

Board Member



EXTENSION

proudly awards this certificate of completion for

County Purchase Card Procedures

to

TERESA HEARD

on

June 26, 2026