

ORDER REQUESTING OPENING  
OF SECTION LINE BETWEEN  
SECTIONS 22 AND 27, TOWN-  
SHIP 19 N., R 12 E., OVER  
RIGHT OF WAY OF  
St. Louis & San Francisco  
Railroad.

At a meeting of the Board of County Commissioners of Tulsa County, State of Oklahoma, held on the 4th. day of February 1924, acting on petition from representatives of the Chamber of Commerce of the Town of Red Fork, Oklahoma, motion was made by W.L. North member of the Board, which motion was seconded by J.S. Shaver, member of the Board, said motion being as follows:

That the Saint Louis & San Francisco Railroad Company, be notified that the Section Line between Sections 22 and 27, Township 19 North, Range 12 East, where the same crosses the right of way of said railroad, and for a distance of 24.75 feet on each side of said section lines, was by an Act of Congress set aside for public highway purposes; that said railway company has never provided a crossing of its tracks along such line for such highway purposes; that said railway company be notified that it is the order of this Board that they open such roadway across their right of way, and that a copy of this order be forwarded to the Corporation Commission of the State of Oklahoma.

Motion was duly carried.

BOARD OF COUNTY COMMISSIONERS

ATTEST: O.G. Weaver, County Clerk.

By Ed W. Hedgecock, Chairman.

Motion was made by W.L. North, seconded by J.S. Shaver, that the claim of John Rainey be and the same is hereby disallowed. Motion carried.

Tulsa, Oklahoma. February 4th. 1924.

Hon. Board of County Commissioners,  
Gentlemen:

Your attention is called to the condition of the current expense fund for this fiscal year. Indications are that the estimated income allowed by the Excise Board will not be realized on as anticipated. The financial statement of the General Fund as of December 31, 1923, disclosed that collections from income from sources other than Ad Valorem taxes is in round numbers \$6,000.00 less than it should be, and on this basis the total collections for the year at June 30, 1924, will be less than the estimate. I fear that for the remainder of the year that there will be no further surplus for appropriations and, if this be true, the various departments of the County Government will be compelled to be rigidly economical in expenditures for supplies, etc., for the remainder of the current year. Each department must live within its appropriations, and make no contracts or purchases unless an available balance of an appropriation exists. The available balance of an appropriation can only be determined when these facts are taken into consideration:

- (1) The unexpended balance
- (2) Claims filed and not allowed and charges against said balance;
- (3) Encumbrances outstanding for which no claims are filed.

This information should be available at all times in the office of the County Clerk. A part is always available and a part not, and this is the important part. The unexpended balance of an appropriation can be obtained from the appropriation ledger, the claims on file and unpaid can be obtained from the encumbrance record, but contracts unfulfilled and orders not delivered should show on the Clerk's requisition and order records, and would, if the system was properly operated. The danger on June 30, lays with this defect, and this danger can be removed if you will place the requisition and purchase order system functioning properly. This system is simplicity itself and with just a better understanding of its requirements there is no reason why the departments cannot, at any time, ascertain the exact available balances of their appropriations. But the system does not seem to be understood; and in this will lay all the trouble.

The purchasing system is based upon the following procedure:

1. A department desiring to make a purchase files with the County Clerk a requisition.
2. Upon this requisition the Commissioners issue a purchase order and delivers same to the department and it is then delivered to person from whom purchase is to be made and when delivery is made purchase order is attached to claim.
3. The requisition becomes a permanent file in the Clerk's office and entered of record.
4. A duplicate of the purchase order remains on file in the Clerk's office.

Now, then, when this system is carried out it is possible to obtain from the Clerk, at any time, the amount of an appropriation unspent and unpledged. Reduced to a practical and actual illustration:

The County Clerk receives an appropriation for supplies of	\$10,000.
On December claims paid	5,000.
Unexpended balance December 31	5,000.