



**John W. Morrison**  
Administrator

**Preston L. Doerflinger**  
Director and Secretary of Finance and Revenue

**Mary Fallin**  
Governor

**STATE OF OKLAHOMA  
OFFICE OF STATE FINANCE  
DEPARTMENT OF CENTRAL SERVICES**

July 25, 2012

To: Governmental Entity Recycling Coordinators

This letter is to serve as a reminder that it is time to file your annual recycling report with the Department of Central Services. Under Title 74, § 85.54 of the Oklahoma Statutes, each state public entity shall report by November 1 of each year the following:

- a. the total amount of waste paper and other recyclable materials sold during the previous fiscal year,
- b. the amount of procured recycled paper products and other products manufactured with recycled materials, and
- c. the total amount of monies collected and expended to implement the Oklahoma State Recycling and Recycled Materials Procurement Act.

It is also required that each public entity report the name, address, phone number, & email address of their recycling coordinator. **We are updating the list, so please submit this information even if you have submitted it in the past.** Attached are the appropriate forms needed for filing your report.

The Statutes require the Department of Central Services to compile the information received from the state public entities into an annual report, along with a list of all public entities that have failed to comply. The report must be filed with the Governor, the President Pro Tempore of the Senate and the Speaker of the House of Representatives on or before January 15<sup>th</sup> of each year.

We appreciate your cooperation in this effort and look forward to receiving your report. Should you have any questions, please contact Victor Cramer or Melanie Ross at 405-425-2700.

Sincerely,

A handwritten signature in black ink, appearing to read "J. W. Morrison".

John W. Morrison AIA  
Administrator  
OSF/Department of Central Services

*"SERVICE, QUALITY, INTEGRITY"*

Property Distribution Division, 3100 N. Creston Drive, Oklahoma City, OK 73111  
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