)B/BCA ( Active ) &=:71G)B/B ID ( 14469756 )

| | |
|---|---|
| %@751</B7=< | 09/2021 |
| "/AB | 10/2023 |
| A>>@=D32 | |
| E4431B7D3 | 10/2023 |
| /AB (3D7A32 | 10/2023 |
| $3FB (3D73E | 10/2025 |

%E<3@  #3:7AA/ F@/<13:
AAA=17/B3 , 713
&@3A723<B 4=@
C/; >CA )3@D713A

A@3/   C/; >CA )3@D713A

&/@B =4 B63 3F>3@73<13 =4 :7D7<5 =< 1/; >CA 7A ABC23<BA 2=7<5 B637@ >/@B B= 3<AC@3 B6/B /:: ABC23<BA 6/D3 /113AA B= AC113AA /B B63 +<7D3@A7BG =4 *C:A/ ("B63 +<7D3@A7BG").

*63 4=::=E7<5 >=:717A =CB:7<3 E6/B A 3F>31B32 =4 /:: +<7D3@A7BG =4 *C:A/ ABC23<BA.

A.
)BC23<BA /@3 /::=E32 B= 6/D3 B63 4=::=E7<5 />>:7/<13A 7<3; A7< B637@ (3A723<13 H/::  ==;  :
  J  #77@=E/D3A (; CAB O3 :C5532 27@31B:G 7<B= B63 E/:: $%* / >=E3@ AB@7>.)
  J  (34@753@/B=@A (C<23@ 6 1C071 4B.)
  J  H/7@ D@G3@A
  J  *, A
  J  E:31B@71 (/H=@A
  J  )B3@3=A
  J  C=; >CB3@A
  J  &=>1=@< &=>>3@A
  J  C=4433 #/93@A
  J  E:31B@71 !3BB:3 4=@H=B – /B3@%:<:G
  J  I<AB/>=BA

*67A 433 E7:: O3 O7::32 B= G=C@ABC23<B /11=C<B. I4 G=C /@3 :=1932 =CB, >:3/A3 @3>=@B B= B63 4@=<B 23A9 4=@7<AB@C1B7=<A =< O37<5 :3B O/19 7<B= G=C@@==; . – 63< / (3A7⁄23<13 "743 AB/44 ; 3; O3@7A <=B /D/7:/O:3 7< G=C@ 6/::, G=C ; CAB /E/7B B63 @3BC@@< =4 AB/44 =@@==; ; /B3A.

A :=19=CB A3@D713 (93G =@ ID) 7A >@=D7232 OG C/; >CA ) 31C@TBG (918/631-5555) 4=@ / ; 7<7; /: 16/@53 =4 $10. *67A 433 E7:: O3 O7::32 B= G=C@ABC23<B /11=C<B.

I4 / @3A723<B :=1932 =CB ; =@3 B6/< 3 B7; 3A 7< / A3; 3AB3@ B63G ; CAB >@3A3<B B637@ 93G 7< =@23@B= /D=72 / @3?C7@32 :=19 16/<53.

IB 7A C<:/E4C: 4=@ /<G ABC23<B B= 2C>:7⁄/B3 / +<7D3@A7BG 93G. +<7D3@A7BG 93GA 7AAC32 B= @3A723<BA ; /G <=B O3 :=/<32, 57D3<, =@ A6/@32 E7B6 /<G <=<-@3A723<B.

AA / A31C@7BG ; 3/AC@3, :=19A =< ABC23<B @==; A//>/@B; 3<BA /@3 /:E/GA 16/<532 74 / 93G 7A :=AB, ; 7A>:/132, =@ AB=:3<. "=19 16/<53 433A /@3 /AA3AA32 B= ABC23<BA E6= :=AB B637@ 93G.

C<B/1B G=C@ F@=<B D3A9 7< G=C@ /@3/, B= 7<7B7/B3 B63 :=19 16/<53 /<2 @3:/B32 O7::7<5. *63 16/@53 4=@ / :=19 16/<53 7A $85.00 /<2 E7:: O3 /CB=; /B71/::G O7::32 B= G=C@ABC23<B /11=C<B. %<13 / :=19 16/<53 6/A O33< 1=; >:3B32, G=C@ <3E 93GA E7:: O3 /D/7:/O:3 4=@; G=C@ F@=<B D3A9 (G=C@ @==; ; /B3/ACB6=3; 4=BC<B3 7A B637@ =:2 93GA /<2 >7197<5 C> B63 <3E =<A. . =C /@3 <=B /CB6=@7H32 B= >719 C> /<G 93GA 4=@ /<G=<3 =63@B6/< G=C@A3:4). A4B3@ 6=C@A 1=<B/1B B63 (A =< 2CBG B= >719 C> G=C@ 93G.

C=; 3 B= B63 1=; ; C<7BG 23A9 :=1/B32 7< F7A63@ – 3AB E7B6 G=C@ ABC23<B ID =@ =B63@ =M1⁄7/: ID B= 7<7B7/B3 B63 :=19 16/<53 /<2 @3:/B32 O7::7<5. . =C E7:: /:A= O3 16319 =CB B= /@3 93G C<B7: B63 :=19 6/A O33< 16/<532. *63 :=19 16/<53 433 =4 $85.00 E7:: O3 /CB=; /B71/::G O7::32 B= G=C@ ABC23<B /11=C<B. $3E 93GA 4=@B63 />/@B; 3<BA ; /G O3 >7193C> C> /B B63 1=; ; C<7BG 23A9 :=1/B32 7< F7A63@ – 3AB. I4 @3A723<BA 2= <=B @3BC@< 93GA E63< 163197<5 =CB, / :=19 16/<53 E7:: O3 =@23@32, /<2 16/@53A E7:: O3 /AA3AA32 4=@ / :=19 16/<53 /<2 /:A= 4=@ /< 7; >@=>3@163197<=CB.

&:3/A3 O3 ; 7<24C: B6/B 24-6=C@ 1=C@B3AG 6=C@A /@3 A"– A. ) 7< 34431B. DC@7<5 ?C73B 6=C@A (/4B3@ 10 &# ) C<2/G-*6C@A2/G /<2 /4B3@ 11 &# F@72/G & ) /BC@2/G), B63 /B; =A>63@3 ; CAB O3 6756:G 1=<2C17D3 B= ABC2G7<5. *6CA, :=C2 AB3@3=A, 27A7C@O7D3 1=<D3@A/B7=<A, /<2 =B63@ 7<B@CA7=<A E7:: <=B O3 O3 /::=E32. *63A3 6=C@A /@3 />>:71/O:3 7< /::7<23 /<2 =CBA723 B= 7<A723 /<2 =CBA723 B63 6/::A 1=:2 O3 1=; 7<B/7<32. I4 1=; >:/7<BA /@3 @3137D32, O=B6 B63 @3A723<BA E7:: O3 B/93 AB3>A B= @32C13 B63 <=7A3. ) ABC23<BA 7< D7=:/B7=< =4 B63 <=7A3 >=:71G /@3 AC831B B= / K<3 /<2/=@ ABC23<B 1=<2C1B /7B7=<. *63 H=C@7< 5 AB/44 ; CAB />>@=D3 D A=317/ABA 1=<13@<32 3F13>B7=<A 1=<13@<7<5 3F13>B7=<A. I4 G=C 433: G=C@ >@7; /1G @756BA O= A:33> /<2 ABC2G 7< G=C@ @==; 6/A O33< 7<4@7<532 />=< OG <=7A3; B= ; =B74G B637 O36/D7=@ OG 6/D7<5 / 2714CAA7=< E7B6 B6=A3 1/CA7<5 B63 7<B3@4323<13 /<2 /A9 B63; B= ; 7<7; 7H3 B637@ <=7A3. .4 B63 <=7A3 1=<B7<C3A, 1=<B/1B / ABC23<B AB/44 ; 3; O3@ 4=@ /AA7AB/<13.

E7B67< B637@1=;  ;  C<7BG. I4 G=C /@3 <=B /O:3 B= >@=2C13 A/B7A4/1B=@G @3AC:BA, 1=<B/1B / AB/44

;  3;  O3@ =@ ) 31C@7BG 4=@ 63:> 7< ?C73B7<5 B63 27ABC@O/<13.

A;  >:7K32 ;  CA71 =@ <=7A3 =CBA7723 B63 6/::A/A/A=@=@7BG @=E =@ 7<27D72C/: />/@B;  3<BA 7A <=B /::=E32

) C<2/G B6@=C C56 *6C@A2/G, /<2 /4B3@ 10:00&# B= 8:00 A# =< F@72/G /<2 ) /BC@2/G. A< />>@=D32

@3A723<13 :7=3 /1B7D7BG 7A B63 =<:G 3F

J  $500 F7<3 (C>=< AC113AA4C: />>3/:, B= O3 :3AA3<32 B= $100 C>=< BE= ACOA3?C3<B, AC113AA4C: 63/:B6 /<2 A/43BG 7<A>31B7=<A)

J  FC:: A3; 3AB3@ 6=CA7<5 >@=O/B7=<

J  C=AB =4 1/@>3B 1:3/<7<5/@3>:/13; 3<B

J  C=AB =4 2/; /53A

J  C=AB =4 >3AB 1=<B@=:

J  H3/:B6 /<2 A/43BG 7<A>31B7=<A

J                                           J  $1000 F7<3

G8BAB94/12AA/2AA4MAB0MR2<A73/0@03<A713/AV313/A1/3B@0A8AG3B2A2/A13B/AVA3B/A6VEA=/E573/23/A/A3B/AS/B5< >@=O/B7=<= ESB6 / E/@@<B5 =4 6=CA7<5 /5@

A>>@=D/: )75</BC@3A

| Step Description | Approver | Date |
|---|---|---|
| "35/: | C63@ | |