Oklahoma State Bureau of Investigation

GREG MASHBURN
Director

STEVEN CARTER
Deputy Director

Oklahoma Internet Crimes Against Children
Sub-Grantee Request for Funds

The Oklahoma Internet Crimes Against Children (ICAC) Task Force is a multi-agency, multi-jurisdictional initiative, partially funded with a grant from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The OSBI is the recipient of the grant funds and will distribute select funds only to task force members who are pre-approved and have an active MOU with the OSBI. These funds will be used to reimburse the affiliate agency for the purchase of approved equipment and training. All equipment must be purchased within 90 days for receipt of approved grant funding. Only equipment approved by the OSBI ICAC Assistant Special Agent in Charge or Agent in Charge will be allowed under this agreement. **Upon purchase of the equipment or completion of training, this document must be returned along with receipts to verify acquisition of the equipment or completion of training.**

THIS SECTION FOR **TRAINING/TRAVEL ONLY**:
To have lodging and per diem reimbursed, the following requirements must be met/adhered to:

- In order to be eligible for Per Diem, the trip must include an overnight stay.
- Per Diem eligibility is based on *actual* time periods in travel status; each day is calculated by 24 full hours. Anything less than 24 hours is prorated by the quarter hour. Travel time should be recorded on a "Traveler Time Form". Travel status cannot start more than 24 hours prior to scheduled class time and cannot extend longer than 24 hours from class end time.
- Per Diem cannot exceed the amount allowed by GSA for the destination city or county.
- Hotel rates cannot exceed the amount allowed by GSA for the destination city or county. *Note: It is the responsibility of the traveler to ensure the proper rate is obtained. **It is often necessary for the traveler to request this** rate at the time of booking. YOU MUST obtain and submit a ZERO BALANCE hotel bill.
- Car rentals are generally not required for ICAC training. In the event a car rental *is* necessary, it must be pre-approved by the OK ICAC Task Force Commander.
- Please contact TONIKKA.FOWLER@OSBI.OK.GOV for any questions or assistance regarding these guidelines. In most instances, a close estimate can be figured prior to travel.
- Federal GSA rates are available at: http://www.gsa.gov/portal/content/104877.

I certify I have read and understood the aforementioned travel requirements. _____.
Date & Initial

For OSBI ICAC Administrative Use Only:
Personnel & Agency: _____
Item: _____ Date: _____

HEADQUARTERS
6600 N. Harvey
Oklahoma City, OK 73116-7910
(405) 848-6724
Fax (405) 843-3804
TDD (405) 843-7303

Captain Tony Riddles requests grant funding for the equipment listed below. Items purchased with grant funds will be dedicated to the exclusive use of Task Force members. All software shall be properly acquired and licensed.

Describe Equipment information including make and model	**Estimated Cost**	**Date actually received**	**Actual Costs**
4 SanDisk 4 TB Extreme PRO Portable SSD External Hard drives ($506 each)	$ 2,036 total		
Aretop 16 GB Bulk Flash Drives (100 pack)	$213		
4 HP Elitebook 840 G11 (1 TB SSD-32GB ram) (1299.99 each)	$5,199.96 total		
TOTAL:	$7,448.96		

Any excess funding will be returned to the Oklahoma State Bureau of Investigation. All items of the receiving agency that relate to this contract are subject to examination by the OSBI, the State Auditor and Inspector, the State Purchasing Director, and OJJDP.

I certify that the funds received from the OSBI Internet Crimes Against Children grant will be used as described in the Memorandum of Understanding and this document. Any excess funds will be returned to the OSBI.

NORMAN PD
Agency Name

Tony Riddles
Signature

112 WEST DAWS
Agency Address

CAPTAIN
Title

NORMAN OK 73069
Agency Address

2/25/26
Date

73-6005350
Agency FEI Number

ICAC Commander's Initial Approval for Reimbursement

The OSBI'S ICAC Commander or Agent in Charge approves this request for reimbursement through the ICAC Grant for the amount of $ 7448.96 and approves its purchase. Upon purchase of the requested items, please provide all receipts to the ICAC Commander for reimbursement.

ICAC Commander

02/25/2026
Date

Acknowledgment of Receipt of Equipment or Verification of Training

I certify that the above equipment has been purchased and received or training has been completed; and the equipment will be used exclusively for the Task Force members.

Agency Name

Signature

Date

Title

Approval for Reimbursement of Purchase

I authorize this purchase and ask that a warrant be issued in the amount of $_____ to the law enforcement agency listed above.

ICAC Commander

Date