1. Insurance Agent
2. Certificate Holder
3. Insurance Company
4. Policy Number
5. Effective Date
6. Expiration Date
7. Insured Vehicle and information (or, if there are many, the words "See Attached Vehicle Schedule" would be here, and the vehicle list would be attached)
8. City of Tulsa must be listed as Certificate Holder/Additional Insured
9. Cancellation Language - must have 15 day minimum and have language stricken as shown (words that must be stricken are "endeavor to" and "but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives")
10. Signature of Authorized Representative