

Office of the Mayor
Tulsa, Oklahoma

Executive Order No. 91-20
November 19, 1991

ESTABLISHMENT OF A
CONTRIBUTIONS AND DONATIONS POLICY
FOR THE CITY OF TULSA

By virtue of the power vested in me as Mayor of the City of Tulsa, it is hereby ordered:

Section 1. PURPOSE: To establish a policy for the solicitation and receipt of donations, contributions and other fund raising activities.

Section 2. APPROVAL REQUIRED: The approval of the Mayor or his designee shall be required prior to any City employee engaging in the following:

- a. Solicit donations or contributions for the City or a non-City entity using the name of the City, its departments, agencies and related entities or by implying a relation to the City;
- b. Directly or indirectly maintain accounts with financial institutions or other means of administering donations and contributions received in the name of the City, its departments, agencies or related entities; and,
- c. Use City resources or facilities in the solicitation or administration of donation or contribution programs.

Section 3. DEPOSIT OF FUNDS: All donations, contributions and proceeds from fund-raising activities, authorized by the Mayor in accordance with Section 2, are property of the City and shall be accounted for and deposited consistent with ordinances and regulations governing the administration of City funds.

Section 4. ADMINISTRATION: All donations and contributions shall be budgeted and administered accordingly to City policies and procedures and the intent specified by the donor or contributor.

Section 4. EFFECTIVE DATE. This Order shall take effect immediately.



Rodger A. Randle
M A Y O R

ATTEST:


City Clerk

DEPUTY