

Office of the Mayor
Tulsa, Oklahoma

Executive Order No. 96- 04
DECEMBER 23, 1996.

WRITE-OFF OF UNCOLLECTED RECEIVABLES

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

Section 1. PURPOSE: It is recognized that a percentage of receivables are "uncollectible." The write-off of an account is an accounting function periodically needed to accurately state the accounts receivable position of the City in financial statements. It shall not constitute forgiveness of the obligation by the City of Tulsa.

Section 2. AUTHORITY: The Treasury Division is responsible for the collection of monies due to the City of Tulsa. Noted exceptions to this responsibility are delinquent utility payments and funds due to the airport.

Section 3. APPOINTMENT: An Uncollected Account Review Committee is hereby established to review and act on past due accounts receivable. This Committee is to be comprised of the following persons:

- *Director of Finance
- *Treasury Division Manager
- *Three individuals to be appointed by the Director of Finance
- *An advisory member from the Legal Department

It may also include an advisory member from the Internal Audit Department.

Section 4. PROCEDURE: A collection agency may be utilized by the Treasury Division to collect accounts receivable items which the City has been unable to collect. An uncollected item may be submitted to the agency sixty (60) days after the due date. The collection agency shall be selected by a competitive bidding process as described in T.R.O., Title 6, Chapter 4. All requests to defer submission of an uncollected item to the agency shall be submitted in writing to the Director of Finance. Collection agency results and items not submitted to the agency shall be submitted to the Uncollected Account Review Committee on a periodic basis. The Committee shall review all items submitted and (1) approve write-off, or (2) recommend specific alternative action.

At the end of each fiscal year, the Director of Finance shall establish an allowance for

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uncollectible obligations due the City of Tulsa.

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

DATED this 23rd day of DECEMBER, 1996.

M. Susan Savage
M. Susan Savage, Mayor

ATTEST:

Deirdre Butler
City Clerk



APPROVED:

David L. ...
City Attorney