OFFICE OF THE MAYOR
CITY OF TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 95-05

AN EXECUTIVE ORDER SUPERSEDING EXECUTIVE ORDER NUMBER 91-18; PROVIDING FOR THE ESTABLISHMENT OF A FOOD PURCHASE POLICY FOR THE CITY OF TULSA, OKLAHOMA; AND PROVIDING CLARIFICATION OF THE PURPOSE OF THIS EXECUTIVE ORDER ESTABLISHING THE FOOD PURCHASE POLICY.

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

Section 1. **PURPOSE.** This Executive Order supersedes Executive Order Number 91-18. The purpose of this Executive Order is to establish a City of Tulsa food purchase policy which specifies allowable food purchases not related to travel and not related to promotional expenses of the Public Events Department.

Section 2. **DEFINITION OF ALLOWABLE FOOD PURCHASES NOT RELATED TO TRAVEL.** Ordinary and necessary business-related meals and refreshments are allowable City expenses. A necessary expense is one that is incurred for and related to the conducting of City business. Expenses for meals and refreshments shall not exceed $10 per person or $250 per event, unless specifically authorized by the Mayor.

Section 3. **AUTHORIZATION AND DOCUMENTATION REQUIRED.** Department Head signature authorization for the expense shall denote that the business-related expense is "ordinary and necessary". Documentation for business-related meals and refreshments must show that the expenses are "directly related" to the active conduct of City business. Documentation for business-related meals and refreshments shall include but is not limited to: the date the business-related event took place and the business purpose of the event.

Section 4. **TRACKING OF EXPENDITURES.** Business related food purchases shall be recorded as an "Employee Business Expense" within the City's accounting records.

Section 5. **PROCEDURES.** The Finance Director shall adopt procedures to enforce this policy.

Section 6. **EFFECTIVE DATE.** This order shall take effect immediately.

DATED this _____ day of OCT 16 1995, 1995.

M. Susan Savage

M. Susan Savage, MAYOR

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ATTEST:

CITY CLERK

APPROVED:

CITY ATTORNEY RAG

Executive Orders 95-05 & 95-06 IV C1

REQUEST FOR ACTION

AGENDA: [X] Mayor [ ] Council **DATE:** October 9, 1995

OTHER: [ ] DTU [ ] MTTA [ ] RMUA [ ] TAEMA [ ] TARE [ ] TDA [ ] TMAPC

[ ] TMUA [ ] TPA [ ] TPFA [ ] Utility Bd [ ] Airport Auth [ ] Airport Impv Trust [ ] Other

FOR INFORMATION CONTACT:

NAME: Michael P. Kier
ADDRESS: City Hall - Room 1006
TELEPHONE: 596-7522
SUBJECT: REVISION OF EXECUTIVE ORDER 91-18 AND NEW EXECUTIVE ORDER REGARDING TRAVEL

Note: All City Council Agenda items, including appropriate backup materials, must be submitted to the Council secretary, Office of the City Council, not later than 3:00 pm Thursdays preceding Tuesday, 7:00 pm meetings, and not later than 5:00 pm Mondays preceding Thursday, 4:30 pm meetings.

SUMMARY:

Attached are two executive orders which respond to suggestions made and agreed to in the Sensitive Payments Audit. The first executive order modifies Executive Order 91-18 dealing with the Food Purchase Policy. The executive order amends the purpose to clearly indicate that the policy is not intended to cover promotional expenses of the Public Events Department.

The second executive order deals with authorizations for travel. The executive order would provide a written form of the policy that is currently in place on travel authorizations. It requires department heads to approve travel authorizations and establishes due authorization process for department heads and other officials of the City. It provides a suggested approval process for boards and authorities which requires the chair of those boards or authorities to approve travel by other board members and provides for the Chief Administrative Officer of the City to approve travel by the chairs of the various boards and authorities.

BUDGET: FINANCE DIRECTOR APPROVAL:

No impact on the budget.

REQUEST FOR ACTION: *All department items requiring Council approval must be submitted through the Mayor's Office.*

Request the Mayor approve the attached two executive orders. City Clerk's Office to assign executive order numbers, retain originals, and distribute copies to department heads.

DEPARTMENT HEAD APPROVAL: Cathy Scott **DATE:** 10-11-95
ATTORNEY APPROVAL:
BOARD APPROVAL:
MAYORAL APPROVAL:
OTHER:

APPROVED BY MAYOR
CITY OF TULSA
OCT 16 1995

FOR CITY COUNCIL OFFICE USE: **DATE RECEIVED:** _____ **APPROVED:** _____
FIRST AGENDA DATE: _____ **SECOND AGENDA DATE:** _____
HEARING: _____ **ORDINANCE/RESOLUTION:** _____

95-05