

Office of the Mayor  
Tulsa, Oklahoma

Executive Order No. 92-17  
October 9 1992

ADMINISTRATIVE DIRECTIVE FOR MAINTAINING  
CONTROL OF CITY OWNED PROPERTY

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

Section 1. PURPOSE. To insure the fixed assets of the City are properly accounted for, and safeguarded from loss, and to establish responsibilities and reporting policies for control of City owned property.

Section 2. ORGANIZATIONS AFFECTED. All City departments and Trusts and Authorities for which the City maintains accounting records.

Section 3. DEFINITIONS.

3.1. Fixed Asset - An asset that is long-term in nature and used in the operations of the City. City of Tulsa fixed assets must meet all three of the following criteria:

3.1.1 Must be land, buildings, improvements other than buildings, or equipment.

3.1.2 Must have a useful life of more than one year.

3.1.3 Must have significant value which is currently \$500 or more, or as revised from time to time by the Director of Finance.

3.2 Capitalize - To record property expenditures (land, buildings, improvements, equipment) as assets in the City of Tulsa's Fixed Assets Management System.

3.3 Property Number - A distinct identification number assigned to an asset, usually a metal tag affixed to or painted on an item of equipment and recorded in the fixed asset system.

- 3.4 Department Property Coordinator - An employee appointed by a department head to administer all functions related to management and control of departmental property and to coordinate these efforts with the Fixed Assets Accounting Section of the Finance Department.
- 3.5 Additions, Alterations and Improvements - Additions to existing assets which materially increase the utility, capacity and/or remaining life of the original asset should be capitalized as long as the capitalization criteria is met. Depending on the degree of integration or separation, the cost of the addition may be added to the original asset or assigned a new property number.
- 3.6 Repair and Maintenance - Repair, maintenance and modification of a fixed asset which does not materially increase the utility, capacity or useful life of the original asset will be charged to expense, whether purchased concurrent with or subsequent to the asset itself.
- 3.7 Grouped Assets - Grouped assets means combining like pieces of equipment to be recorded under a single fixed asset number. Assets may be grouped when needed to satisfy regulatory, operating or administrative requirements. The individual pieces of equipment included in a grouped fixed asset need not meet the significant value Criteria in section 3.1.3. The concept of grouped assets may be applied to situations such as initial outfitting of a facility where numerous items of equipment are purchased as one unit or where numerous pieces are essential to the operation of a single unit. Grouped assets will be Capitalized and depreciated on the basis of the overall estimated useful life.

Section 4. Responsibilities.

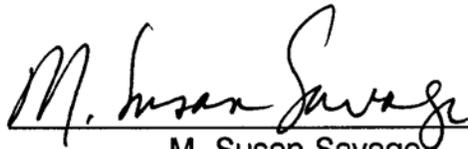
- 4.1 The Director of Finance shall be responsible for assuring that all purchases and donations of fixed assets are recorded properly in the City's fixed asset accounting system.
- 4.2 Each Department Director shall be responsible for:
  - 4.2.1 Appointing at least one employee as "Department Property Coordinator" with a minimum classification of PM or equivalent as approved by the Director of Finance, and notifying the City Controller in writing the identity of the employee, as well as changes in assignment.

- 4.2.2 Dedicating sufficient resources to the effective implementation of this executive order.
  - 4.2.3 Instructing all department employees to process all transactions (purchases, surplus, transfers, lost/theft, donations, misc. update) related to fixed assets through the Department Property Coordinator.
  - 4.2.4 Instructing all department employees in the proper use and care of City-owned property.
  - 4.2.5 Insuring that fixed assets purchased with grant funds are acquired, maintained and disposed of in accordance with the grant agreements and federal and state regulations.
- 4.3 Each Department Property Coordinator shall be responsible for:
- 4.3.1 Conducting an inventory at least annually of all fixed assets charged to that department and reporting to the Finance Director any variances.
  - 4.3.2 Establishing and maintaining adequate internal controls and security for all fixed assets charged to that department.
  - 4.3.3 Insuring that a Property Number as assigned by Finance Director, is affixed to each item of equipment immediately upon receipt and that lost property tags are replaced in a timely manner.
  - 4.3.4 Determining the conditions and circumstances under which departmental property may be disposed of or surplussed in accordance with section 5.1 of this order.
  - 4.3.5 Maintain a list of departmental construction projects, the project's current percentage completion status, expected completion date and notifying Finance Director of date placed in service.
- 4.4 The City Purchasing Agent shall sell by competitive bidding, or by an alternative competitive procedure established by the Mayor, all fixed assets which have become unsuitable for public use or to exchange or trade them for new fixed assets.
- 4.5 The Finance Director or his designee shall review the fixed assets records entered by the Department Property Coordinators for completeness, accuracy and compliance with written procedures.

Section 5. PROCEDURES.

5.1 The Finance Director shall cause to be provided written procedures for the recording and processing of fixed assets transaction data into the City's accounting system and for the disposal of City Property.

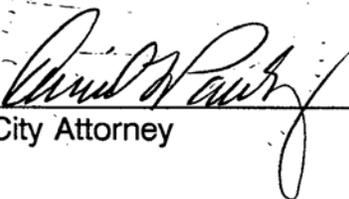
Section 6. EFFECTIVE DATE. This Order shall take effect immediately.

  
\_\_\_\_\_  
M. Susan Savage  
MAYOR

ATTEST:

  
\_\_\_\_\_  
City Clerk

Approved:

  
\_\_\_\_\_  
City Attorney