AN EXECUTIVE ORDER SUPERSEeding EXECutive ORDER NUMBER 2001-01; 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 2001-01. The
purpose of this Executive Order is to establish a City of Tulsa food purchase policy which specifies allowable
food purchase not related to travel.

Section 2. DEFINITION OF ALLOWABLE FOOD PURCHASES NOT RELATED TO
TRAVEL. 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 $15.00 per person or $500.00 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 food purchase is a business related expense, and
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 8th day of April, 2015.

Mayor

ATTEST

City Clerk

APPROVED

City Attorney