

Office of the Mayor
City of Tulsa, Oklahoma

Executive Order No. 2015- 01

AN EXECUTIVE ORDER SUPERSEDING 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.

ATTEST

Dora Miessy
Deputy City Clerk



Alvin F. Battistoff
Mayor

APPROVED
Janice M. Mills
City Attorney