

OFFICE OF THE MAYOR
TULSA OKLAHOMA

Executive Order No. 2009-02

Date: April 29, 2009

**VENDOR PURCHASE REQUIREMENTS
FOR BUSINESS SUPPLIES AND SERVICES**

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

Section 1. PURPOSE: The purchase of business supplies and services are contracted with outside vendors to ensure that the City of Tulsa receives the lowest cost for these expenditures. It is the responsibility of the employees of the City of Tulsa to abide by the contracts and purchase services from these specific vendors.

Section 2. DIRECTIVE: The purchase of Office Supplies, Printer Paper, Ink Cartridges, and Printing Services must be made with the contracted vendor for each of these items. A list of vendors and their related contracts can be found in the "Programs and Resources" section on the City of Tulsa Intranet at intranet.cityoftulsa.org.

All purchases are subject to audit and review monthly to ensure each department is following the City's policy for purchasing business supplies and services. Any deviation from this Executive Order must be specifically approved, in advance, by the Mayor or Mayor's designee.

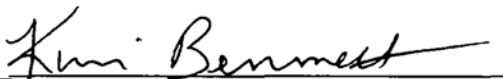
Section 3. EFFECTIVE DATE: This Order shall take effect immediately.

Dated this 29 day of April, 2009.



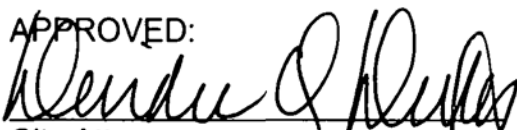
Mayor

ATTEST:



~~DEPUTY~~ City Clerk

APPROVED:



City Attorney