

OFFICE OF THE MAYOR  
CITY OF TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 2001-01

AN EXECUTIVE ORDER SUPERSEDING EXECUTIVE ORDER NUMBER 95-05; 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 95-05. 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 or the Tulsa Airport Authority.

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 JUN - 7 2001, 2001.



M. Susan Savage  
M. Susan Savage, Mayor

ATTEST:

[Signature]

City Clerk

APPROVED:

[Signature]

City Attorney [Signature]