

Office of the Mayor
City of Tulsa, Oklahoma

Executive Order No. 2024-02

AN EXECUTIVE ORDER SUPERSEDING EXECUTIVE ORDER NO. 2015-01;
PROVIDING FOR THE ESTABLISHMENT OF A 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 No. 2015-01. 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.

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 relating to the conduct of City business. Expenses for meals and refreshments shall not exceed Twenty Dollars (\$20.00) per person or FIVE HUNDRED AND DOLLARS (\$500.00) per event, unless specifically authorized by the Mayor.

Section 3. AUTHORIZATION AND DOCUMENTATION REQUIRED. Department Director signature authorization for the expense shall denote that the food purchase is a business-related expense and must show that expenses are directly related to the 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 purchased shall be recorded as "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.

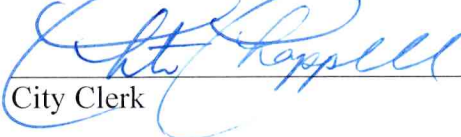
Dated this 21st day of February, 2024.



Mayor

FEB 21 2024

ATTEST


City Clerk



APPROVED


City Attorney