J. Kevin Stitt
Office of the Governor
State of Oklahoma

FILED
APR 16 2019
OKLAHOMA SECRETARY OF STATE

EXECUTIVE DEPARTMENT
EXECUTIVE ORDER 2019-13

I, J. Kevin Stitt, Governor of the State of Oklahoma, pursuant to the power and authority vested in me by Sections 1 and 2 of Article VI of the Oklahoma Constitution and by Subsection D of Section 840-2.14 of Title 74 of the Oklahoma Statutes, hereby order, in conjunction with the directives contained in Executive Order 2019-03:

1. Effective immediately, a moratorium be placed on non-essential out-of-state travel for all employees and officers of agencies that is paid for, in whole or in part, by the State of Oklahoma. This moratorium shall apply to all travel expenses not already incurred as of the date of this Order. Essential travel is expressly limited to travel that is: necessary to maintain professional accreditation that is otherwise unavailable within Oklahoma; critical to the performance of core agency functions; or required by the federal government or necessary to secure or maintain federal funding.

2. Effective immediately, advance written notification must be given for any proposed: agency, State, and public employee or officer membership(s) in any private or public organization, if said membership(s) collectively total over $500; non-essential out-of-state travel for agency employees and officers that is wholly paid for by an entity other than the State; and non-emergency purchase(s)[1] that exceed $25,000.00 (collectively, "proposed expense").

   a. Notification shall contain: 1) a brief description of the proposed expense, including its cost, the reason for its necessity, and the costs (if any) that could attach to the State if the request is denied; and 2) any deadlines for receiving approval.

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[1] Emergency purchases are only those purchases that: 1) are unanticipated, with less than fourteen (14) calendar days' advance notice of a need for acquisition; 2) are necessary for the agency to fulfill its primary responsibilities as established by statute; and 3) without such purchase, would incur a definite, articulable, and significant detriment to the public interest. Notification of any emergency purchase must be made in writing to the agency's Cabinet Secretary within five (5) business days of the expenditure. Such notification shall include the specific reason or reasons the purchase qualified as an emergency.

b. Notification shall be submitted to the agency's Cabinet Secretary by the agency's Chief Administrative Officer.

c. If the Cabinet Secretary denies a proposed expense or fails to provide the agency with an approval by the requested deadline, the agency may submit the notification as established in subsection (a), above, to the Governor designee at the Office of the Governor for consideration.

d. Written approval as provided in subsections (b) or (c), above, must be obtained prior to incurring any legal obligation to pay a proposed expense.

3. Recurring Expenses

Copies of this Executive Order shall be distributed to all Cabinet Secretaries and to the Chief Administrative Officers of all State agencies for immediate implementation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Oklahoma to be affixed at Oklahoma City, Oklahoma, this 16th day of April, 2019.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA

J. KEVIN STITT

ATTEST:

Michael Rogers, Secretary of State