FILED
OCT 26 2015
OKLAHOMA SECRETARY
OF STATE

Mary Fallin
Governor

EXECUTIVE DEPARTMENT
EXECUTIVE ORDER 2015-46

I, Mary Fallin, 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 2015-06:

1. Effective December 1, 2015, the Chief Administrative Officer of every "state agency"[1] shall provide to his or her respective Cabinet Secretary (as established by Executive Order 2015-07)[2] written documentation of a ten percent (10%) reduction in non-mission-critical agency expenses for the remainder of FY 2016 and the entirety of FY 2017. Such documentation shall include an explanation of how the dollars saved from said reduction will be reallocated to other needs within the agency.

2. 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.

3. Effective December 1, 2015, advance written notification must be given for any proposed: agency, State, and public employee or officer membership(s) in any private or public organization; 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)[3] that exceed $10,000.00 (collectively, "proposed expense").

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[1] For the purposes of this Order, "state agency" shall share the meaning of that term as defined by 61 O.S. § 327(A), which is, "any department, board, commission, institution, agency or entity of state government."
[2] If an agency is not specifically listed in Executive Order 2015-07, or if a Cabinet Secretary's position becomes vacant after issuance of this Order, all information required by this Order shall be submitted to the Director of the Office of Management and Enterprise Services.
[3] 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.

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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.

b. Notification shall be submitted to the agency's Cabinet Secretary by: 1) the agency's governing board or commission, where applicable; or 2) the agency's Chief Administrative Officer, for those agencies without a governing board or commission.

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 me or my 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.

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 26th day of October, 2015.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA

Mary Fallin

MARY FALLIN

ATTEST:

Lee Ann M. Hayes Acting Assistant SECRETARY OF STATE

CHRIS BENGE, SECRETARY OF STATE