

EXECUTIVE ORDER NO. 102

December 15, 1986

OFFICE OF THE AUDITOR GENERAL

By the power vested in me as Mayor of the City of New York, it is hereby ordered:

Section 1. Office Established. The Office of the Auditor General (the "Office") is hereby established in the Office of the Mayor. The Office shall be headed by the Auditor General, who shall be appointed by, report to and serve at the pleasure of the Mayor.

Section 2. Responsibilities of the Auditor General. The Auditor General shall:

(a) Establish a uniform policy, including procedures and guidelines, for the conduct of internal audits in all Mayoral agencies;

(b) Coordinate and supervise the conduct of such internal audits to insure that major functions of each agency are audited regularly;

(c) Oversee the recruitment, training and assignment of an adequate number of qualified auditors and staff to conduct such internal audits;

(d) Produce in consultation with commissioners, on a regular cycle, an audit plan which each Mayoral agency shall follow to yield system-wide data and agency specific direction for the improvement of economy, efficiency, fiscal integrity and the elimination of the potential for fraud and abuse.

(e) Function as liaison to the City Comptroller and all outside auditors;

(f) Bring the findings of all internal and external audits are brought to the attention of the head of the audited agency and when appropriate, to the First Deputy Mayor and the Mayor;

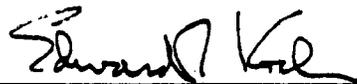
(g) Inform the Commissioner of Investigation of any audit findings which suggest the existence of corrupt or other criminal activity, conflicts of interest, unethical conduct or misconduct;

(h) Meet regularly with the Directors of the Office of Management and Budget and the Office of Operations to discuss audit findings and to develop plans for improving agency operations.

Section 3. Agency Cooperation. Each Mayoral agency shall give the Auditor General the fullest cooperation and shall make available to the Auditor General agency records, facilities, personnel and any other assistance as may be necessary to the conduct of the internal audit.

Section 4. Staff and Expenses. The Office shall have such staff and shall incur such expenses as provided in the budget of the Office of the Mayor.

Section 5. Effective Date. This Executive Order shall take effect immediately.



Edward I. Koch
MAYOR

materials and equipment advertised by
Municipal Supplies, except that all such
be made by the Commissioner of the
Supplies, except that all such determi-
by the Commissioner of the Division
with the consent of the Comptroller.
performance bond is required upon the
for work or labor, in which provision
ment by installments, the contractors
posit not less than approximately two
than approximately five per centum of
tract, which deposit will be returned
he retained percentages under the
he amount of the deposit. Such deposit
fied check upon a state or national bank
check of such bank or trust company
ized officer thereof, drawn to the order of
ney, or of the obligations of the City
r shall approve as of equal value the sum

ll contain:
ence, and place of business of the person
: same:
persons interested therein, and if no
rested, such fact shall be distinctly

ne effect that it is made without any
ther person making a bid for the same
respects fair and without collusion fraud:
verified by the written oath of the bidder
rs stated therein are in all respects

ll keep a proper receptacle for the
ng of bids. Upon the receipt thereof,
esented shall be deposited in such
ll be removed therefrom nor shall the
ch it is contained be opened, except as
(f) of this section.
opened and read publicly at the time and
advertisement, in the presence of the
representative and of such of the bidders as
nt. The opening of such bids shall not
mptroller or his representative shall,
attend.
shall be published in THE CITY
vertisements for bids by any one
ny one issue of THE CITY RECORD
equence by date of opening and shall
as advertised in THE CITY RECORD.
Immediately follow the name of the

or of the Division of Municipal Supplies
license with the use of performance
and labor and material bonds on
ere he deems it so advisable. Any
cretion may dispense with the use of
lection bonds and labor and material
for any contract for construction,
construction or alteration, modernization,
d landscaping work involving an
ess of fifty thousand dollars (\$50,000).
in excess of \$5,000.

, dental, laboratory supplies and
supplies involving an expenditure of
be procured on purchase orders based
f competition received after advertis-
cessive issues of THE CITY RECORD.
arts involving an expenditure of more
scured on purchase orders based on
rtising in at least three successive
ECORD.
ent involving an expenditure of more
han snow removal purposes may be
of Municipal Supplies on purchase
is which permit competition received
at least ten successive issues of THE
ls of equipment for snow removal
ed in accordance with Section 755(3)1.0
Code.

ases.
ls, equipment or services requisitioned
hich involve an amount in excess of
d on purchase orders based upon bids
tition received after advertising in
of THE CITY RECORD as shall be
ration Counsel. However, in a special
r, with the approval of the Corporation
with the advertising. In such case the
rtify in writing the reasons why advertis-
ired. Nor purchase may be made
less the using agency shall first have
ssioner of the Division of Municipal
ituting the emergency.
pt from the regulations in Section 1 and

ction 1 and Section 9 of these regula-
the purchase of any supplies,
or service by any contracting officer,
officer shall certify, in writing, that a
es, materials, equipment or service had
Section 1 or 9 of these regulations,
days, and that no bid or no acceptable

rials, equipment or service after certifi-
ed, may be procured by the contracting
not, and such purchase shall be subject
officer, pursuant to Section 93d-1.0 of
de.
er, if he deems it advisable, may
ls in THE CITY RECORD for a
days.
contracting officer provided herein
ntracting office and with the

y bidder on the original proposal
on 1 or Section 9 of these regulations
proposal which is let

April 1, 1989. The request for a
contracting agency may not be for a period