



OREGON YOUTH AUTHORITY

Policy Statement

Part I – Administrative Services



Subject

Delegation for Expenditures and Payment Obligation Approval

Section – Policy Number:

B: Financial Management– 2.0

Supersedes:

**I-B-2.0 (06/03)
I-B-2.0 (04/01)**

Effective Date:

09/15/2008

Date of Last

Review/Revision:
10/13/2008

Related Standards and References:

- [ORS 291.015](#) (Fiscal responsibilities of department; delegation of fiscal functions)
- [OAR 125-246-0170](#) (Delegation of Authority)
- Department of Administrative Services, State Controller's Division (DAS-SCD) Oregon Accounting Manual (OAM):
[10.40.00.PO](#) (Expenditures)
[10.40.00.PR](#) (Expenditures)
- Department of Administrative Services, State Services Division, State Procurement Office: [107-009-010](#) (Delegation of Procurement Authority)
- OYA policy: [I-B-2.1](#) (Use of State Purchase Card/State Corporate Travel Card)
- OYA forms: [YA 2201](#) (Delegation of Expenditure Decision Authority)
[YA 3100](#) (Medical Service Authorization and Invoice)
- JJIS Form 4.3.3 (Security Access Role Assignment Form)

Related Procedures:

- None

Interpretation:

Business Services

Approved:

Bobby S. Mink, Director

I. PURPOSE:

This policy describes OYA's delegation for expenditure decision authority. It also describes authorized staff's responsibilities when approving payment obligations.

II. POLICY DEFINITIONS:

None.

III. POLICY:

The OYA Director is authorized to make expenditure decisions by statute and legislative appropriation. The Director may delegate expenditure decision authority to subordinates in writing. This policy reflects the Director's general delegation for expenditures.

Failure to comply with any provision of this policy or standards contained within may result in disciplinary action, up to and including dismissal from state service.

Staff may be delegated expenditure decision authority as reflected in the matrix below. The Director may make exceptions to the delegations reflected in the matrix.

Type of Purchase	Director & Deputy Director	Asst. Directors Field/Facility Svcs Managers Superintendents Camp Directors	Managers	Non-Management Staff	Related Training Contact
Petty Cash Disbursements	YES	YES	YES	YES	Accounting
Admin Purchases Less than a Specific Dollar Amount > \$	YES	YES	YES	NO	Accounting
Travel Expenses	YES	YES	YES	NO	Accounting
Employee Relocation	YES	NO	NO	NO	Employee Svc
Individualized Services	YES	YES	YES	NO	Accounting (overview only)
Contract Payments	YES	YES	YES	NO	Accounting
Contract Pmts - JJIS Svc Auth	YES	YES	YES	YES	JJIS
Medical Services (YA 3100)	YES	YES	NO	NO	Contract Unit
Trust - Youth	YES	YES	YES	NO	Accounting
Trust - Non-Youth	YES	YES	YES	NO	Accounting

IV. GENERAL STANDARDS:

A. Authorization and delegation of authorization

1. Factors to consider when deciding whether to delegate include administrative efficiency and risk. Authority may be delegated where it increases administrative efficiency, yet should be limited in order to minimize risk.
2. State purchase card exception

Authority to make small purchases up to \$5,000 may be delegated to any staff for administrative purchases, individualized services, medical supplies, and non-offender trust purchases through use of a state purchase card.

See related OYA policy I-B-2.1 (Use of State Purchase Card/State Corporate Travel Card).

3. Authorization of offender services paid through the Juvenile Justice Information System (JJIS) is delegated by supervisors/managers by indicating their staff's appropriate security roles on JJIS Form 3a (User Security Role Assignment). This may be done by either selecting a Security Template that has such security role, or by specifically adding the role to the form.

B. Completing authorization forms

Staff must complete OYA form YA 2201 (Delegation of Expenditure Decision Authority) to delegate appropriate expenditure decision authority. This will also provide a signature sample for verification when a purchase is processed manually.

When a staff who has delegated expenditure decision authority changes positions within the OYA, a new YA 2201 must be completed to reflect the new authority.

C. Routing authorization forms

1. The YA 2201 is filed with OYA's Accounting Security Officer.

The Accounting Security Officer files a copy of delegated expenditure decision authority forms for central Accounting to use in verification of signatures when a manual approval process is used.

2. The JJIS Form 3a is filed with the appropriate designated JJIS Security Officer.

D. The delegation of expenditure authority is effective once the YA 2201 is completed **and** the designated staff has completed related expenditure training provided by OYA Business Services.

E. Responsibilities of Persons with Delegated Expenditure Authority

1. Those who exercise expenditure decision authority are legally responsible and accountable for their expenditures.

Staff delegating this authority to persons under their supervision are also responsible and accountable for expenditure decisions exercised by those persons.

2. Each staff authorized to make an expenditure decision involving state funds is responsible for the "good judgment" and "lawfulness" of the expenditure. He/she must ensure that the transaction is for authorized purposes and is a responsible and appropriate use of these funds.

3. The signature or electronic approval of the approving staff in a manner or form clearly denoting approval means –
 - a) adequate funds are available with existing budgetary authority;
 - b) the purchase is an appropriate and authorized expenditure of state resources;
 - c) personal financial liability could be assessed if later determined to be an inappropriate expenditure of state funds; and
 - d) the person authorizing the expenditure is authorized to make such authorization.
4. Occasionally, staff may be requested to purchase goods or services outside the scope of their authorized work section.

Prior to purchasing goods or services outside the scope of the staff's authorized work section, written approval must be given by staff with delegated purchase authority for the work section that is requesting the goods or services.
5. When processing payments, Accounting staff are responsible only for accurately processing the payments based on the information available to them, and rely on the approval from the person with delegated expenditure authority.

V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO