



DEPARTMENT OF CORRECTIONS
Delegation of Expenditure Authority Form
 Complete and send to the attention of the Fiscal Services Administrator,
 2575 Center Street NE, Salem, OR 97301-4667

New Authorization Modify Authorization Revoke Authorization
 Temporary Authorization: From _____ To _____

Authorized Cost Center(s): _____
 (may enter each cost center # or enter "see attached report" if many)

The employee whose signature and initials appear below is authorized to approve the expenditure documents checked below. He/she agrees to take full responsibility for complying with the General Instructions for Completion of the Delegation of Expenditure Authority Form and Delegation of Expenditure Authority Policy 30.1.4.

Employee Name & Title: _____
 (Type or Print)

Division & Functional Unit: _____
 (Type or Print)

Employee Signature: X _____ Initials: X _____

Type of Purchase	Check box if authorized to approve:	Check box if authorized to delegate approval to others	Enter dollar amount authorized to approve or enter unlimited
AFAMIS Purchase Requests	<input type="checkbox"/>	<input type="checkbox"/>	\$
Limited Monthly Purchase (LMPA)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Office Max *	<input type="checkbox"/>	<input type="checkbox"/>	\$
Spots Visa Card **	<input type="checkbox"/>	<input type="checkbox"/>	\$
Reimbursement Requests ***	<input type="checkbox"/>	<input type="checkbox"/>	\$
Journal Entries****	<input type="checkbox"/>	<input type="checkbox"/>	\$
Contract Payments *****	<input type="checkbox"/>	<input type="checkbox"/>	\$
Petty Cash Disbursement	<input type="checkbox"/>	<input type="checkbox"/>	\$
Trust – Inmate Club Accounts	<input type="checkbox"/>	<input type="checkbox"/>	\$
Canteen Inventory Purchases	<input type="checkbox"/>	<input type="checkbox"/>	\$
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	\$

- * Contact DOC Accounting for Office Max set up
- ** Contact DOC Accounting to request Spots Card application
- *** Travel/Non-Travel Reimbursement – contact DOC Accounting about forms and memo
- **** Move expenditures between cost centers (requires approval of sending & receiving cost center manager)
- ***** Contract Signature Authority Delegation – a separate form, CD1482 (02/08) is used to authorize individuals signature authority to various service contracts and agreements. Any questions contact the DOC Contracts Unit.

I delegate to the employee whose signature appears above the authority so indicated. I understand I am fully responsible and accountable for expenditure decisions exercised by this employee, and that I am responsible for up-dating or revoking this authorization should this employee leave or transfer out of my supervision.

Approver Name & Title: _____
 (Type or Print)

Division & Functional Unit: _____
 (Type or Print)

Approver Signature: X _____ Date Effective: _____

Delegation of Expenditure Authority Form

General Instructions

Instructions:

1. Place a check mark in the appropriate box to indicate if the form is being used to: set up a new authorization, modify a current authorization, revoke an authorization, or establish a temporary authorization.
2. When an authorization is being revoked, the employee's signature is not required.
3. Complete the requested information including: authorized cost center(s); employee's information and signature; and the approver's information, signature, and date this delegation becomes effective.
4. Place a check mark in the box to indicate purchase(s) authorized to approve and in the box if authorized to sub delegate approval authority to others.
5. Complete the dollar limit, unlimited, or not applicable column for each type of purchase the employee is authorized to approve.
6. Send the **original** form to the Administrator of Fiscal Services and retain a copy for your file. See management responsibilities below.

Miscellaneous Information:

Sub Delegation: The person delegating expenditure authority may not delegate an amount that exceeds their own expenditure decision authority or legislatively approved budget.

Dollar Limits: AFAMIS (Automated Financial Accounting Manufacturing Inventory System) uses a primary approver to identify who to send the electronic notification to for approval of a purchase request. It also offers the ability to provide unlimited or to limit the amount an individual approver can sign for.

Electronic Signatures: The delegation of authority on the Signature Authority Form authorizes the establishment of electronic signatures in AFAMIS. The electronic signature replicates the established spending limits on the signature a

uthority form. The electronic signature does not replace the need to order or receive items online in AFAMIS.

Manual Checks: The delegation of authority to incur expenditures using Petty Cash is an authorization to incur expenditures and sign documents or sign and submit invoices for payment by use of Petty Cash. Authority delegated on this form does not include the ability to sign checks against any of the Department's revolving fund accounts or suspense accounts.

Management Responsibility: The manager is responsible for ensuring that the employee understands and receives a copy of these instructions and the DOC Delegation of Expenditure authority Policy 30.1.4. Managers who delegate expenditure authority to their employees are required to maintain a file of the delegations they have signed. They will be responsible for updating those forms as employees leave or transfer out of their supervision. Managers who fail to remove expenditure authority by updating the delegation form will be responsible for any purchases made by those employees after the employee has left.