

Agenda Item No.:	D
Work Plan:	Administrative Work Plan
Topic:	Administrative Processes
Presentation Title:	Approval of Agency Director Financial Transactions, Fiscal Year 2018
Date of Presentation:	March 6, 2019
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SUMMARY

The purpose of this agenda item is to meet the requirements of statewide policy by having the Board review and approve transactions submitted by State Forester, Peter Daugherty, for Fiscal Year 2018.

CONTEXT

Oregon Department of Administrative Services policy 10.90.00 regarding internal controls requires the review and approval of certain financial transactions of the State Forester.

The financial transactions involved include:

- The director's monthly time report (including use of leave time).
- Travel expense reimbursement claims.
- Purchase card use approvals.
- Requests for vacation leave payoff.

As provided in the policy, by previous action, the Board has delegated the day-to-day review and approvals of these transactions to the Deputy State Forester, with an annual review by the Board of Forestry.

RECOMMENDATION

The Department recommends the Board of Forestry review and approve the travel expense transactions and the leave usage transactions submitted by State Forester, Peter Daugherty, for Fiscal Year 2018, as summarized in Attachment 1, State Forester's Travel Claims Summary, and Attachment 2, State Forester's Leave Usage Summary. There were no purchase card transactions or requests for vacation leave payoff in this time period.

ATTACHMENTS

- 1) State Forester's Travel Claims Summary, Fiscal Year 2018
- 2) State Forester's Leave Usage Summary, Fiscal Year 2018