Operational Policy

<table>
<thead>
<tr>
<th>Policy title:</th>
<th>Delegation of Expenditure Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy number:</td>
<td>DHS</td>
</tr>
<tr>
<td>Original date:</td>
<td>07/01/2011</td>
</tr>
<tr>
<td>Approved:</td>
<td>Jim Scherzinger, DHS Chief Operating Officer Linda Hammond, Interim OHA Chief Operating Officer</td>
</tr>
</tbody>
</table>

Purpose
Oregon statutes afford agency directors the responsibility for approving the use of public resources for the commitments, expenditures and disbursements of their agency. The purpose of this policy is to establish accountability standards and guidance for all employees with delegated expenditure authority. Delegated signature authority is an important internal control mechanism designed to protect public funds.

Description
This policy is applicable and binding on all managers and designees with expenditure authority for the Department of Human Services and the Oregon Health Authority.

Applicability
This policy applies to all DHS and OHA staff including employees, volunteers, trainees and interns.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Employees may be liable under ORS 291.990 for the improper use of public funds. Employees who authorize, or cause to be made, any expenditure or obligation in violation of state statutes, policies or procedures can be:
- Subject to fines and penalties,
- Held personally financially liable for the inappropriate expenditure, and
- Subject to disciplinary action up to and including dismissal.

Personnel who have delegated expenditure authority can be held accountable and responsible for their designee authorizing an expenditure when:
- The expenditure was contrary to agency policies, did not comply with agency administrative business or program requirements, and/or was not an authorized exception to agency policies.
There was insufficient expenditure limitation or revenue.
The expenditure was unlawful.

Policy
1. The Director and applicable designees are responsible for ensuring that employees who have delegated signature authority are knowledgeable about the statutes, policies and procedures governing the delegated authority and the affect that their authority has on program operations, expenditure limitation, and anticipated revenue.

2. The delegated authority must be limited to the minimum amount and number of employees needed to maintain control, but not impede daily operations.

3. Each employee authorized to make an expenditure decision must ensure that the expenditure is for authorized purposes and reflects prudent, economical and fiscal stewardship of public resources. Public funds must currently be available to the agency through appropriation, limitation, or other legislative authority. Payments may not result in direct or indirect personal gain and must be able to withstand audit review and public scrutiny.

References
Procedure(s) that apply:
DHS|OHA-040-010-01: Exercising Expenditure Authority
DHS|OHA-040-010-02: Inappropriate Actions

Definition(s):
See Common Terms for all Finance policies
See Common Terms for all Administrative Services Division policies

Oregon Revised Statutes
1. Government Standards and Practices
   A. Code of Ethics
   Chapter 244
   244.040

2. Public Financial Information
   A. Allotments/Budget
   Chapter 291
   291.190 – 291.336
   B. Fidelity Bond
   291.011
   C. Financial Management
   291.100 – 291.120
   D. Penalties – Misconduct
   291.990

3. Administration of Public Funds
   A. Approving and Paying Claims
   Chapter 293
   293.295
   293.300
   293.330
   293.406
   293.462

   B. Electronic Fund Transfer
   293.525
   C. Failure to correct
   293.515
   D. Wrongful Payment – Liability
   293.485

4. Human Services
   Chapter 409
Forms referenced

MSC 0286: Delegated Signature Authority  
DHS 2117: Employee Separation check List

Related policies

Insert related policy numbers and titles here

Contact

Name: Shawn Jacobsen  
Phone: 503-945-6869  
Email: shawn.jacobsen@state.or.us

Policy history

12/24/2002 - Initial Release  
07/01/2008 - Revised  
07/02/2011 - New form MSC 0286, Delegated Signature Authorization, replaces DHS 0286.  
Wording revised to incorporate both Oregon Department of Human Services and the Oregon Health Authority  
08/01/2014 - Update to new format

Keywords

Insert keywords here

**Keywords should be designed to help individuals locate this policy when they need it.**

This document can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request this document in another format or language, contact the Publications and Design Section at 503-378-3486, 7-1-1 for TTY, or email dhs-oha.publicationrequest@state.or.us.