

Operational Policy

Policy title:	Delegation of Expenditure Authority		
Policy number:	ODHSOHA-040-010		
Original date:	07/01/2011	Last update:	06/05/2023
Approved:	Seth Lyon, ODHS COO Kris Kautz, Deputy Director OHA		

Purpose

The Oregon Department of Human Services (ODHS) and the Oregon Health Authority (OHA) are committed to communication and collaboration on operational policies affecting both agencies, including those developed by the Shared Service offices. Additionally, both agencies are committed to transparency in their processes. The purpose of this policy, its corresponding processes and tools is to act as a clearly defined foundation to ensure effective collaboration in the creation, review, approval, and distribution of business operations policies. The process will establish clear requirements and provide for accountability within both agencies. The outcome of having clear policies and processes is enhanced delivery of services to ODHS and OHA staff dependent on current and accurate policies to perform their jobs effectively.

Description

This policy outlines the expectations when delegating expenditure authority to employees.

Applicability

This policy applies to all ODHS 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.

Policy

1. The Office of Financial Services (OFS) shall establish internal controls for delegating expenditure authority for all programs in ODHS and OHA.
2. OFS shall ensure that employees that are approved for delegated authority are knowledgeable about the statutes, policies, and processes governing the delegated authority and the effect that their authority has on program operations, expenditure limitation, and anticipated revenue.

3. Each employee authorized to make an expenditure decision shall ensure that the expenditure is for authorized purposes and reflects prudent stewardship of public resources.
 - a. Public funds shall be available to the agency through appropriation, limitation, or other legislative authority.
 - b. Payments shall not result in direct or indirect personal gain and shall be able to withstand audit review and public scrutiny.
 - c. The delegated authority shall be limited to the minimum amount and number of employees needed to maintain control without impeding daily operations.
 - d. No one individual is allowed to control all key aspects of an expenditure transaction. There shall be segregation of duties.

References

[Government Standards and Practices ORS 244](#)
[Code of Ethics ORS 244.040](#)
[Public Financial Information ORS 291](#)
[Allotments/Budget ORS 291.190 – 291.336](#)
[Fidelity Bond ORS 291.011](#)
[Financial Management ORS 291.100 – 291.120](#)
[Penalties – Misconduct ORS 291.990](#)
[Administration of Public Funds ORS 293](#)
[Approving and Paying Claims ORS 293.295-293.462](#)
[Electronic Fund Transfer ORS 293.525](#)
[Failure to Correct ORS 293.515](#)
[Wrongful Payment – Liability ORS 293.485](#)
[Human Services, Delegation of Authority of Director ORS 409.120](#)
[Health Authority, Delegation of Authority of Director ORS 431.035](#)
[Oregon Accounting Manual \(OAM\), Internal Controls 10.40.00](#)
[DAS Risk Management Policy Manual](#)
[Employee Dishonesty Policy Manual 125-7-203](#)
[Oregon State Treasury Cash Management Manual](#)

Forms referenced

[MSC 0286, Delegation Signature Authority](#)
[ODHS 2117, Employee Separation Check List](#)

Related policies and procedures

[ODHS|OHA-040-010-01: Exercising Expenditure Authority](#)
[ODHS|OHA-040-010-02: Inappropriate Actions](#)

Contact

Lorraine Odell, OFS A/P Manager
503-569-1949
lorraine.odell@odhsoha.oregon.gov

Policy history

12/24/2002 – Initial Release
07/01/2008 – Revised
07/01/2011 – New for MSC0286, Delegated Signature Authority, replaces ODHS0286. Wording revised to incorporate both Oregon Department of Human Services and Oregon Health Authority.

08/01/2014 – Update to new format.

06/11/2015 – Updated policy per guidelines in Shared & Central Services Policy Committee: Policy Instructions, writing tips and examples. Updated contact information. Repaired links.

2/19/2019 – Updated forms numbers and replaced active verbs with “shall”; updated contact.

06/05/2023 – Updated ODHS language

Keywords

Delegation of Authority, authority, delegation, expenditure authority, authorizing expenditures, authorizing expenses, risks

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 odhs-oha.publicationrequest@state.or.us.