

Agenda Item No.:	C
Work Plan:	Administrative Work Plan
Topic:	Administrative Processes
Presentation Title:	Approval of Agency Director Financial Transactions, Fiscal Year 2014
Date of Presentation:	March 4, 2015
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**SUMMARY**

The policy of the Oregon Department of Administrative Services, State Controller’s Division, requires the review and approval of certain financial transactions of the State Forester by the Board of Forestry. The purpose of this agenda item is to meet the requirements of that policy by having the Board review and approve transactions submitted by State Forester Doug Decker for Fiscal Year 2014.

**CONTEXT**

Effective July 16, 2001, the Oregon Department of Administrative Services, State Controller’s Division, established a new policy regarding approval of certain financial transactions of agency directors. 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 allowed by 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.

**RECOMMENDATIONS**

The Department recommends that when the Board of Forestry meets on March 4, 2015, it approve the travel expense transactions and the leave usage transactions submitted by State Forester Doug Decker for Fiscal Year 2014, as summarized on Attachment 1, State Forester's Travel Claims Summary; and Attachment 2, State Forester’s Leave Usage Summary. The State Forester had no purchase card transactions or request for vacation leave payoff in this time period.

**ATTACHMENTS**

- (1) State Forester’s Travel Claims Summary, Fiscal Year 2014
- (2) State Forester’s Leave Usage Summary, Fiscal Year 2014