

Internal Operations Manual

SUBJECT: Electronic Approval

NUMBER: 107-03-080

DIVISION: Operations Division

EFFECTIVE DATE: 10-01-01

APPROVED: Authorized Signature on file with the Office of Business Administration

**POLICY/
PURPOSE:** This policy is to provide information and instruction for the electronic purchase and approval of travel expense, office supplies, and other merchandise using the Internet.

AUTHORITY: Oregon Revised Statute 291.990: Internal Operations Manual 107-01-040

APPLICABILITY: All divisions and policy offices within the Department of Administrative Services

ATTACHMENTS: Exhibit A: Signature Authority Form
Exhibit B: Coding and Signature Block

GUIDELINES:

- I. On-line ordering and approval via the Internet provides savings of time and money, and the Department of Administrative Services (DAS) encourages the use of this process. DAS Administrators may delegate financial and operational authority to division employees to order supplies, other merchandise, or arrange travel. The administrator is responsible for ensuring that the employees are knowledgeable about the statutes, rules, and policies governing the delegated authority, and the effect that this authority has on program operations, expenditure limitation, and anticipated revenues.

Unless otherwise stipulated by division administrators, employees with existing signature authority to approve travel claims, office supplies and other merchandise may approve these purchases on line.

- II. Division administrators will make certain that there are adequate internal controls and that there is a segregation of duties when they delegate signature authority within their division. Passwords and numbering systems are to be kept confidential and only used by those employees granted authority in writing. Unauthorized employees may not approve travel arrangements or order and approve the purchase of supplies or other merchandise.
- III. Division administrators or designees will establish, modify, or cancel as necessary, the delegated signature authorities per IOM 107-01-040, using the Signature Authority Form attached (Exhibit A).
- IV. On-line purchases of airline tickets, supplies and other merchandise must be well documented and the supporting documentation presented to OBA Disbursements as part of a complete invoice packet. All purchases require prior written approval from the appropriate manager or supervisor. Out-of-state travel requires prior written approval from division administrators; administrators need approval from their supervisor.

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A. TRAVEL

A-1 Division administrators will instruct their travel coordinators to utilize the services of the Travel Management Service Contractor for all airfare booking, car rentals, hotel accommodations, and other travel related services. The State of Oregon Travel Corporate Credit Card will be used to make certain that any rebate or benefit earned accrues to the State. Use of on-line Travel Service providers, not under contract with the State is not allowed.

A-2 The Agency Travel Coordinator in OBA will maintain a Contact List of DAS employees authorized to make travel arrangements on-line. Divisions will provide the following information to the Agency Travel Coordinator for employees authorized to make travel arrangements:

- Employee name
- Business address
- Telephone and fax numbers
- E-mail address

The Agency Travel Coordinator will provide these updates to the Contractor and inform the Contractor of any changes to the agency numbering or approval system, coding information (PCA), shipping address, billing address, and division contact information using the forms supplied by the contractor.

PROCEDURES:

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
1.	Division Administrator or Designee	Completes the Signature Authority Form for Internet purchasing and approval and sends to OBA Accounting Services Unit Supervisor.
2.	OBA Accounting Services	Files the Signature Authority Form in the OBA Signature Authorization file and enters information received on the appropriate contact list.
3.	Employee	Requests approval for travel and/or related travel services from immediate supervisor. If training related, submits completed Training Request form with required backup. If travel is out of state, the travel backup should include the Out of State Travel Request.
4.	Supervisor	Approves request.

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- | <u>Step</u> | <u>Responsible Party</u> | <u>Action</u> |
|-------------|-----------------------------|---|
| 5. | Division Travel Coordinator | <p>Orders airline tickets, or related travel services on-line following the DAS rules and policies for purchasing and travel.</p> <p>Provides traveler with verification copies of all travel arrangements.</p> <p>Prepares invoice packet which will include the following documentation for each order:</p> <ul style="list-style-type: none">• Airfare Billing• Division Credit Card Statement with payment stub• Copy of airline ticket with itinerary• Copies of all charges and credits, coded appropriately using the Coding Block (Exhibit B)• Initials each page of invoice as being accurate and submits to Administrator or designee for signature authorization to make payment |
| 6. | Administrator or designee | Approves payment by signing and dating the Coding Block cover sheet on the invoice packet. Returns packet to the Division Coordinator for Travel. |
| 7. | Division Travel Coordinator | Forwards invoice packet to OBA Accounting Services Unit. |
| 8. | OBA Disbursements Unit | Reviews invoice packet for required approvals, documentation, coding, and that the invoice is reasonable and within the normal range of activity for the Division. |
| 9. | OBA Manager | Reviews unusual items and resolves them. |
| 10. | OBA Disbursements Unit | Enters transaction information into State Financial Management System and ensures payment is produced and sent to payee. |

B. PURCHASING SUPPLIES AND OTHER MERCHANDISE ON-LINE

- B-1** The Office of Business Administration will maintain and update an Office Product Order Authority list of all DAS employees authorized to order and approve the purchase of office products on-line.
- B-2.** On-line purchases of and supplies and other merchandise must be well documented and the supporting documentation presented to OBA Disbursements as part of a complete invoice packet. Purchase Requests require prior written approval from the appropriate manager or supervisor.

- | <u>Step</u> | <u>Responsible Party</u> | <u>Action</u> |
|-------------|---------------------------|--|
| 1. | Division Administrator or | Completes the Signature Authority Form for Internet purchasing |

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| Designee | and approval and sends to OBA Accounting Services Unit Supervisor. |
| 2. OBA Accounting Services | Files the Signature Authority Form in the OBA Signature Authorization file and enters information received on the appropriate contact list. |
| 3. Employee | Requests approval for travel and/or related travel services from immediate supervisor. If training related, submits completed Training Request form with required backup. If travel is out of state, the travel backup should include the Out of State Travel Request. |
| 4. Supervisor | Approves request. |
| 5. Division Coordinator for Purchasing | Orders office supplies or other merchandise on-line following the DAS rules and policies for purchasing.

Prepares invoice packet which will include the following documentation for each order: <ul style="list-style-type: none">• Invoice for supplies or other merchandise• Prints out copy of order to verify the validity and accuracy of all charges and credits. Matches order and receiving copy and indicates any discrepancy (item not received, credit owing)• Codes each charge and credit appropriately using the coding block cover sheet (Exhibit B)• Initials each page of invoice as being accurate and submits to Administrator or designee for signature authorization to make payment |
| 6. Administrator or designee | Approves payment by signing and dating the Coding Block cover sheet on the invoice packet. Returns packet to the Division Coordinator for Purchasing. |
| 7. Division Purchasing Coordinator | Forwards invoice packet to OBA Accounting Services Unit. |
| 8. OBA Disbursements Unit | Reviews invoice packet for required approvals, documentation, coding, and that the invoice is reasonable and within the normal range of activity for the Division. The OBA Manager reviews unusual items and resolves them. |

Step Responsible Party

Action

- | | |
|------------------------------|---|
| 9. Administrator or designee | Approves payment by signing and dating the Coding Block cover sheet (Exhibit B) on the invoice packet. Returns packet to the Division Coordinator for Purchasing. |
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- 10.** Administrator or designee Approves payment by signing and dating the Coding Block cover sheet (Exhibit B) on the invoice packet. Returns packet to the Division Coordinator for Travel.
- 11.** Division Purchasing Coordinator Forwards invoice packet to OBA Accounting Services Unit.
- 12.** OBA Disbursements Unit Reviews invoice packet for required approvals, documentation, coding, and that the invoice is reasonable and within the normal range of activity for the Division. The OBA Manager reviews unusual items and resolves them.

SIGNATURE AUTHORIZATION

DATE: (Current Date)

TO: (Name) Accounting Services Manager
Office of Business Administration

FROM: (Name, Title)
(Division)

SUBJECT: Signature Authority for (Name, position, Section)

(Name) has the authority to commit and disburse funds for the (Division, Section), in the capacity specified below. The individual's signature is:

SIGNATURE: _____ **INITIALS** _____

Authority extended	Level of authorization	TYPE OF AUTHORIZATION LIMITS
Yes <input type="checkbox"/> No <input type="checkbox"/>	Division-wide <input type="checkbox"/> Section only <input type="checkbox"/>	Appointing Authority (limited to Division Administrator only)
Yes <input type="checkbox"/> No <input type="checkbox"/>	Division-wide <input type="checkbox"/> Section only <input type="checkbox"/>	Personal Service Agreements/Contracts (check one): <input type="checkbox"/> ≤ \$5,000 <input type="checkbox"/> ≤ \$50,000 <input type="checkbox"/> ≥ \$50,000
Yes <input type="checkbox"/> No <input type="checkbox"/>	Division-wide <input type="checkbox"/> Section only <input type="checkbox"/>	Maintenance Agreements (check one): <input type="checkbox"/> ≤ \$1,000 <input type="checkbox"/> ≥ \$1,000
Yes <input type="checkbox"/> No <input type="checkbox"/>		Purchase Orders -- including Boise Cascade orders or orders from other divisions in state government (check one): <input type="checkbox"/> ≤ \$1,000 <input type="checkbox"/> ≤ \$5,000 <input type="checkbox"/> ≤ \$10,000 <input type="checkbox"/> ≤ \$50,000 <input type="checkbox"/> ≤ \$100,000 <input type="checkbox"/> ≥ \$100,000
Yes <input type="checkbox"/> No <input type="checkbox"/>	Division-wide <input type="checkbox"/> Section only <input type="checkbox"/>	Invoices (check one): <input type="checkbox"/> ≤ \$1,000 <input type="checkbox"/> ≤ \$5,000 <input type="checkbox"/> ≤ \$10,000 <input type="checkbox"/> ≤ \$50,000 <input type="checkbox"/> ≤ \$100,000 <input type="checkbox"/> ≥ \$100,000
Yes <input type="checkbox"/> No <input type="checkbox"/>	Division-wide <input type="checkbox"/> Section only <input type="checkbox"/>	Petty Cash: < \$250
Yes <input type="checkbox"/> No <input type="checkbox"/>	Division-wide <input type="checkbox"/> Section only <input type="checkbox"/>	Travel Expense Detail (check one or both): <input type="checkbox"/> In-state <input type="checkbox"/> Out-of-state (if travel advance approved by CIO)
Yes <input type="checkbox"/>	Division-wide <input type="checkbox"/>	Other (please specify):
Yes <input type="checkbox"/> No <input type="checkbox"/>	Division-wide <input type="checkbox"/> Section only <input type="checkbox"/>	<input type="checkbox"/> Electronic Travel Reservations through State Contractor <input type="checkbox"/> Electronic Purchase of Office Products through State Contractor

Exhibit B

R*STARS CODING BLOCK

ADPICS ONLY

VENDOR NAME						INVOICE #																																																																									
EFFECTIVE DATE	DUE DATE	TRAN CODE						PO NUMBER																																																																							
VENDOR # and MAIL CODE										RECEIVED DATE																																																																					
DUE DATE				TRAN CODE				PARTIAL/FINAL																																																																							
SIGNATURE OF AUTHORIZED PURCHASER				DATE																																																																											
DATE		SIGNATURE						<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">REF DOC# (ENC or AR)</th> <th style="width: 5%;">MOD</th> <th style="width: 10%;">PCA</th> <th style="width: 10%;">AOC</th> <th style="width: 5%;">AY</th> <th style="width: 15%;">AMOUNT</th> <th style="width: 15%;">INVOICE #</th> <th style="width: 15%;">PROJ #/ PH</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="6" style="text-align: right;">TOTAL</td> <td> </td> <td> </td> </tr> </tbody> </table>		REF DOC# (ENC or AR)	MOD	PCA	AOC	AY	AMOUNT	INVOICE #	PROJ #/ PH																																																									TOTAL					
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SPECIAL PAYMENT INSTRUCTIONS

OFFICE OF BUSINESS ADMINISTRATION

Contact:
Telephone:

