

<b>OREGON ACCOUNTING MANUAL</b>		Number 10.65.00.PR
Oregon Department of Administrative Services State Controller's Division		Effective Date July 29, 2003
Chapter	<b>Internal Control</b>	.1 OF .1
Part	<b>Approval of Proposed Fiscal Systems</b>	
Section		Approval  Signature on file at SCD

### Request and Approval Process

- .101 Any request for purchasing, designing, developing, or modifying a fiscal system must be submitted to the State Controller's Division. The request should identify the need and include a cost benefit analysis. It must be submitted and approved prior to any commitment by an agency for procurement or before any work is done by the agency's own data processing personnel.
- .102 The State Controller's Division (SCD) will either provide preliminary approval or will disallow the agency request. The SCD may also suggest modifications to the request.
- .103 Once the agency has received preliminary approval from SCD, it should submit the documentation for approval to the DAS Information Resources Management Division (IRMD) with a request for a cost estimate. IRMD will confirm the preliminary approval with SCD.
- .104 After receiving IRMD's cost estimate, the State Controller's Division is to determine the feasibility of the proposal and review the findings with IRMD. SCD will then notify the agency, by letter, whether the request is being approved or disallowed, or whether modifications are necessary.
- .105 Information Technology (IT) projects for fiscal systems are major expenditures other than routine maintenance. Agencies must provide a detailed description of IT projects for fiscal systems in their base budgets on budget form 107BF14. A copy of the completed form must be provided to SCD and to the IRMD analyst (in addition to being included in the budget document) when the agency request document is submitted. (Refer to Budget and Management budget instructions at <http://www.das.state.or.us/DAS/BAM/publications.shtml>.)