

Agenda Item No: C - Approval of Agency Director Financial Transactions,  
Fiscal Year 2006

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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 the State Forester for Fiscal Year 2006.

## **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 Associate State Forester, with an annual review by the Board of Forestry.

## **RECOMMENDATIONS/ACTIONS REQUESTED**

The Department recommends when the Board of Forestry meets on March 7, 2007, it approve the travel expense and leave usage transactions submitted by the State Forester, Marvin Brown, in Fiscal Year 2006, as summarized on Attachment 1, State Forester Travel Claims Summary, and Attachment 2, State Forester Leave Usage Summary.

## **GUIDE TO ATTACHED DOCUMENTS**

- (1) State Forester's Travel Claims Summary, Fiscal Year 2006
- (2) State Forester's Leave Usage Summary, Fiscal Year 2006