

Agenda Item No:	B
Title and # of Issue:	Board of Forestry Administrative Work Plan 0 – Intermediate Issue 1, Administrative Processes – <u>State Forester’s Financial Transactions, Fiscal Year 2008</u>
Date of Presentation:	March 4, 2009
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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 2008.

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

The Department recommends when the Board of Forestry meets on March 4, 2009, it approve the travel expense and leave usage transactions submitted by the State Forester, Marvin Brown, for Fiscal Year 2008, as summarized on Attachment 1, State Forester Travel Claims Summary, and Attachment 2, State Forester Leave Usage Summary. The State Forester had no purchase card transactions nor any requests for vacation leave payoff.

ATTACHMENTS

- (1) State Forester’s Travel Claims Summary Fiscal Year 2008
- (2) State Forester’s Leave Usage Summary Fiscal Year 2008