

State of Oregon
Department of Environmental Quality

Memorandum

Date: June 2, 2014

To: Environmental Quality Commission

From: Joni Hammond, Deputy Director

Subject: Agenda item J, Action item: Director's transactions for commission review and approval
June 18-19, 2014, EQC meeting

Why this is important Oregon Accounting Policy 10.90.00.PO and DEQ Policy 010.008.2010 require that the Oregon Environmental Quality Commission review and approve certain financial transactions of the DEQ director on an annual basis.

Background In 2001, the Department of Administrative Services adopted a policy requiring EQC review and approval of certain transactions of the DEQ director, including monthly time reports, vacation pay, travel expense and the small purchase order transaction system credit card use. In September 2001, EQC adopted a policy delegating review and approval of these transactions to the Central Services Division administrator, known at that time as the Management Services Division administrator, with annual EQC review of the approved transactions. The annual review is documented in EQC meeting minutes as directed by State of Oregon policy.

DEQ recommendation DEQ recommends that the Oregon Environmental Quality Commission review and accept the DEQ director's approved transactions as seen in attachment C.

Attachments A. Oregon Accounting Manual Policy Number 10.90.00.PO
B. DEQ policy regarding approval of the director's transactions
C. Summary of Director Pedersen's financial transaction as defined by OAM 10.90.00.PO for the period 1/1/2013 to 12/31/2013

Approved:

Kerri Nelson, Central Services Division administrator

Richard Lawrence, Accounting manager

Report prepared by Kathy Murphy