I. PURPOSE:

To ensure that adequate internal controls, responsibility, and accountability are provided when delegating expenditure authority.

II. DEFINITIONS:

Amendment: Document used to amend a contract or agreement for immediate use.

Approval Authority: The responsible party that has the signature authority to validate that the process and procedures for solicitation, selection and contracting are in accordance with OAR Chapter 125 division 020 rules. This approval authority must occur after all parties have signed the contract (Department and Contractor), but before the Department executes the contract.

ASD: The Administrative Services Division of the Oregon Department of Fish and Wildlife.

Contract: A binding agreement between two or more parties that is enforceable by law.

Contracting Authority: The responsible party that is authorized to; purchase directly and conduct the solicitation, screening and selection for evaluation and award determination; sign as a party to the contract; and execute the contract after all required approvals have been received.

Contract Release Order: Form used to order products that have been established under a state price agreement. Contract Release Order (CRO) processing is mutually beneficial to the Department and contractor. The Department receives products at the favorable terms and conditions previously agreed upon and do not have to re-negotiate every time they order a product. Once accepted, it has the legal force of a binding contract.

Department: The Oregon Department of Fish and Wildlife (ODFW).

Execution: When all approvals and signatures to the contract are in place and a notice to proceed is issued to the contractor(s).

Grant:

(a) An agreement under which a contracting agency receives moneys, property or other assistance, including but not limited to federal assistance that is characterized as a grant by federal law or regulations, loans, loan guarantees, credit enhancements, gifts, bequests, commodities or other assets, from a grantor for the purpose of supporting or stimulating a program or activity of the contracting agency and in which no substantial involvement by the grantor is anticipated in the program or activity other than involvement associated with monitoring compliance with the grant conditions; or

(b) An agreement under which a contracting agency provides moneys, property or other assistance, including but not limited to federal assistance that is characterized as a grant by federal law or regulations, loans, loan guarantees, credit enhancements, gifts, bequests, commodities or other
assets, to a recipient for the purpose of supporting or stimulating a program or activity of the
recipient and in which no substantial involvement by the contracting agency is anticipated in
the program or activity other than involvement associated with monitoring compliance with
the grant conditions. “Grant” does not include a public contract for a public improvement,
for public works, as defined in ORS 279C.800.

**Instrument:** A document containing some legal right or obligation. Examples include purchase order,
agreements, and various other legal documents.

**Interstate Agreement:** An agreement between a public agency in one state and a public agency in
another state.

**Interagency Agreement:** An agreement between two or more public agencies within the same state.

**Intergovernmental Agreement:** An agreement between governmental agencies and/or local
governments that are organized or exist under statute or charter.

**Purchase Order (PO):** The purchase order is the normal instrument by which goods and services are
procured to fill a requirement. It is the Department’s authority to pay for goods and services. It is a legal
instrument which expresses both the vendor and the Department’s part of a contract of sale. Once
accepted, it has the legal force of a binding contract.

**Transmittal:** A transmittal is an internal document used to "transmit" information and pay invoices for
services that have already been received and to encumber funds that apply to a contract.

**III. POLICY:**

This policy defines the contract and purchasing signature authority. The Department of
Administrative Services (DAS) delegates’ approval and contract authority to the Department per OAR
125.

1. **Purchasing Authority (Purchase Order, Contract Release Order, and Transmittal).**
   a. The Department will maintain documentation of commitment and expenditure decision
      authority in compliance with applicable laws and regulations and internal control.

   b. All delegations will be documented by the use of a standard form: Signature Authorization
      Form, Attachment 1 and refer to Policy AS 250-03, Attachment 1.

   c. Managers are responsible for delegating and documenting who the designees are for
      purchasing services and supplies using a purchase order, contract release order, or transmittal.

   d. Managers and designees will review the form annually (or upon departure of designee) to
      ensure that it is correct and current.

   e. Managers/designees must comply with the ODFW Purchasing Policy, AS 250-03.

2. **Delegation Authority.**

   a. Director, Deputy Director, ASD Administrator have the authority to approve the following
types of instruments:

   - Federal Aid Grants *
   - Grant Applications (all) *
   - Interagency Agreements *
   - Intergovernmental Agreements *
   - Interstate Agreements *
• International *
• Personal Service Contracts *
• Access and Habitat Grant *
• Restoration & Enhancement Grant *
• Bonneville Power Contracts *
• Farming/Fencing/Forage Agreements
• Fire Protection Agreements
• Grazing/Haying Agreements
• Road Closure Agreements
• Upland Cooperative Access Program (UCAP)
• Memorandum of Understanding
• Amendments that relate to the above instruments
• Purchase Order
• Contract Release Order
• Transmittal

In the absence of an authorized signer and in order to carry out the Department's contracting and other procurement activities, delegation authority will be given to the Division Administrators for those instruments indicated above with an asterisk. Delegation authority must have the Director's, Deputy Director's, or ASD Administrator's authority delegated to them. To accomplish this, a written delegation of authority will be signed by the Director, Deputy Director, or ASD Administrator that authorizes Division Administrators to conduct contracting and other procurement activities. This documentation must be retained by the Administrative Services Division, Procurement Section.

b. Division Administrators have the authority to approve the following types of instruments:

• Farming/Fencing/Forage Agreements
• Fire Protection Agreements
• Grazing/Haying Agreements
• Road Closure Agreements
• Equipment Rental Agreements
• Upland Cooperative Access Program (UCAP)
• Purchase Order (refer to Article III., 1.b. of this policy)
• Contract Release Order (refer to Article III., 1.b. of this policy)
• Transmittal (refer to Article III., 1.b. of this policy)

c. Regional Manager, Watershed District Manager have the authority to approve the following types of instruments:

• Farming/Fencing/Forage Agreements
• Fire Protection Agreements
• Grazing/Haying Agreements
• Road Closure Agreements

• Equipment Rental Agreements
• Upland Cooperative Access Program (UCAP)
• Purchase Order (refer to Article III., 1.b. of this policy)
• Contract Release Order (refer to Article III., 1.b. of this policy)
• Transmittal (refer to Article III., 1.b. of this policy)

d. Construction, Public Improvement, and Realty instruments are not included under this policy.
ATACHMENTS

Attachment 1, Signature Authorization Form
Attachment 2, Summary of Authority
OREGON DEPARTMENT OF FISH AND WILDLIFE
S U P P L E M E N T T O
D O C U M E N T A U T H O R I Z A T I O N A P P R O V A L o r D E L E T I O N

To: ASD, Procurement Section

Approved By: ____________________________ ____________________________ __________________________
Signature of Director/Division Administrator/Manager Division/Section Area* (see below) Date approved

Include New Employee Authorizations:

<table>
<thead>
<tr>
<th>Print name of employee</th>
<th>Employee's signature</th>
<th>Document codes</th>
<th>Dollar Limit</th>
<th>Index/Grant (if multiple attach sheet)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$___________</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$___________</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$___________</td>
<td></td>
</tr>
</tbody>
</table>

If there is a large quantity of cost codes authorized please include the Index accounting structure form completed by ASD, Fiscal or include an attachment with this form.

**DOCUMENT CODES**
Contract Release Orders = C
Requisitions (incl Print Req) = R
Purchase Orders = P
Expense Claims = E
Transmittals = T

**AREA CODE**
1 = NW
2 = SW
3 = HIGH DESERT
4 = NE
5 = Salem Headquarters
6 = Marine
8 = Research (Corvallis)

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**DELETION** of DOCUMENT AUTHORIZATION APPROVAL

Individual Deleted (print name): __________________________________________________________
Date of Deletion: __________________________________________________________
Deleted By (print name): __________________________________________________________
Signature: _______________________________________________________________________

- When an employee changes location, section, division, or job responsibility a new document authorization form needs to submitted.

Attachment 1, Signature Authorization Form
<table>
<thead>
<tr>
<th>THRESHOLD</th>
<th>TYPE</th>
<th>REQUIREMENT or NOTE</th>
<th>SIGNATURE APPROVAL</th>
<th>NOTICE TO THE ADVOCATE</th>
<th>DAS REVIEW</th>
<th>DOJ REVIEW</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $5,000</td>
<td>Purchase Order (PO)</td>
<td>Informal Bid</td>
<td>*</td>
<td>Only required if vendor limit has been reached</td>
<td>Not required</td>
<td>Not required</td>
<td>X</td>
</tr>
<tr>
<td>$5,000-$75,000</td>
<td>Purchase Order (PO)</td>
<td>Formal Bid</td>
<td>*</td>
<td>Required</td>
<td>Not required</td>
<td>Not required</td>
<td>X</td>
</tr>
<tr>
<td>$75,001 and over</td>
<td>Purchase Order (PO)</td>
<td>Formal Bid</td>
<td>*</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>X</td>
</tr>
<tr>
<td>$50 and over</td>
<td>Contract Release Order (CRO)</td>
<td>Include Price Agreement No. on CRO</td>
<td>*</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Up to $5,000</td>
<td>Transmittal</td>
<td>X</td>
<td>*</td>
<td>Not required</td>
<td>Not required</td>
<td>Not required</td>
<td>X</td>
</tr>
<tr>
<td>$5,000-$75,000</td>
<td>Transmittal</td>
<td>X</td>
<td>*</td>
<td>Not required</td>
<td>Not required</td>
<td>Not required</td>
<td>X</td>
</tr>
<tr>
<td>$75,001 and over</td>
<td>Transmittal</td>
<td>X</td>
<td>*</td>
<td>Not required</td>
<td>May be required</td>
<td>May be required</td>
<td>X</td>
</tr>
<tr>
<td>Up to $5,000</td>
<td>Contracts/Agreements</td>
<td>✓</td>
<td>✓</td>
<td>Not required</td>
<td>Not required</td>
<td>May be required</td>
<td>✓</td>
</tr>
<tr>
<td>$5,000-$75,000</td>
<td>Contracts/Agreements</td>
<td>✓</td>
<td>✓</td>
<td>Not required</td>
<td>Not required</td>
<td>May be required</td>
<td>✓</td>
</tr>
<tr>
<td>$75,001 and over</td>
<td>Contracts/Agreements</td>
<td>✓</td>
<td>✓</td>
<td>Not required</td>
<td>Required</td>
<td>Required</td>
<td>✓</td>
</tr>
</tbody>
</table>

**KEY**

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Refer to signature authorization form</td>
</tr>
<tr>
<td>X</td>
<td>Most comply with Agency Purchasing Policy ASD 250-03</td>
</tr>
<tr>
<td>✓</td>
<td>Only the Director, Deputy Director, ASD Administrator have the authority to approve. Refer to this policy.</td>
</tr>
<tr>
<td>☀</td>
<td>Requires Pre-authorization approval by Procurement Section prior to purchase.</td>
</tr>
</tbody>
</table>

**ATTACHMENT 2, Summary of Authority**