

Deputy Director of Finance
Authorized Signature

Number: AS-PT-08-006
Issue Date: 12/01/2008

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify):

Policy/Rule Title:	Accountability over Intra-Agency Agreements		
Policy/Rule Number(s):	DHS-040-014	Release No:	1.0
Effective Date:	12/01/2008	Expiration:	None
References:	Oregon Revised Statutes, Chapter 291; Oregon Accounting Manual; Legislative Fiscal Office		
Web Address:			

Discussion/Interpretation:

Establishes department-wide accountability over intra-agency agreements.
 Designates final approving authority over intra-agency agreements.
 Establishes rules governing the use of intra-agency agreements.
 Establishes DHS budgetary transfer business practices for unanticipated expenditures and savings.
 Provides definition of terms in Common Terms for Finance Policies

Implementation/Transition Instructions: Ownership of form DHS 0126 transfers to Financial Services 12/01/2008

Training/Communication Plan: DHS Communication and website will be used to notify personnel of the policy. Financial Services will provide training on an as needed

basis.

Local/Branch Action Required: Administrators and managers will ensure staff adhere to policy.

Central Office Action Required: Respond to questions or concerns, annually review the applicable rules and regulations to update the policy.

Field/Stakeholder review: Yes No

If yes, reviewed by: Agency-wide

Filing Instructions: No paper copies are distributed for filing. DHS policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/>

If you have any questions about this policy, contact:

Contact(s):	Shawn Jacobsen, Interim DHS Controller		
Phone:	503-945-6869	Fax:	503-947-5226
E-mail:	shawn.jacobsen@state.or.us		