



## *Standard Operating Procedure (SOP)*

# **EXPENDITURE REVIEW AND APPROVAL PROCESS**

Effective Date of SOP: 08/04/2025	Next Scheduled Review: 08/04/2026
Last Reviewed: NEW	ADM SOP: ADM-01
Approved: Trey Lam / Commission	Original Approval Date: 08/04/2025
Last Revision Approval Date:	Number of Revisions:

### **Purpose**

To establish a standardized process for reviewing, approving, documenting, and reporting expenditures at the Oklahoma Conservation Commission (Commission), ensuring transparency, accountability, and sound fiscal oversight

### **Scope**

This procedure applies to all Commission expenditures, including invoices, purchase card transactions, and financial reports reviewed internally and presented to the Commission.

### **Roles and Responsibilities**

- *Division Directors or their designated Division staff, the Assistant Director, or the Executive Director* review and approve invoices within their areas of responsibility.
- *Accountant(s)* enters approved invoices into the Oklahoma state accounting system.
- *Comptroller* reviews detailed expenditure data including accounts payable and PCard Program transactions and prepares the monthly Expenditure Summary Report. Comptroller maintains documentation of Expenditure Summary Report reviews.
- *Principal Staff* reviews the Expenditure Summary Report at monthly meetings.
- *Commissioners* review and may approve the report at the Commission's monthly meeting.

### **Financial Review and Documentation Process**

The Comptroller reviews and compiles the following financial data each month which comprise the Expenditure Summary Report, as follows:

- Claims Register by Program
- Purchase Card Transactions
- Program Revenue Summary
- Allotment Budget and Available Cash Report

A monthly Expenditure Summary Report is then prepared and provided to agency leadership and Division Directors for review and discussion.

All key expenditure reviews must be formally documented by:

- Retaining electronic or physical copies of the reviewed materials; and
- Completing and retaining a **Key Expenditure Review Form**, which verifies:
  - Distribution and review of financial reports by Division Directors and Commission leadership.
  - The dates of distribution and review.
  - Attendance and participation of Commission leadership and Division Directors.

### **Monthly Leadership and Commission Review**

1. The **Expenditure Summary Report** is reviewed during the monthly principal staff meeting, which usually includes Commission leadership and Division Directors.
2. The **Key Expenditure Review Form** is completed to document:
  - Report distribution and review dates.
  - Commission leadership and Division Directors at the principal staff meeting.
  - Confirmation that financial reports were reviewed prior to submission to the Commission.
3. The completed form is retained by the Comptroller.
4. The reviewed **Expenditure Summary Report** is submitted to the Commissioners at their monthly meeting for consideration and potential approval.

### **Compliance**

Adherence to this SOP is required. Failure to comply may result in corrective actions in accordance with state fiscal accountability standards and internal agency policy.