



STATE OF MONTANA LEGISLATIVE BRANCH POLICY DIRECTIVE

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| Policy No. LEG FIN 1.11.01 | Subject: Expenditure Approval Authority |
| Chapter: 1 FINANCIAL OFFICE | Pages: 3 |
| Section: 11 EXPENDITURE APPROVAL | Effective Date: Upon Signature |
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1. POLICY

1.1. This policy is written by the Legislative Services Division, in compliance with

[5-2-503\(2\)\(d\), MCA](#): “The legislative services division shall:

(d) establish procedures for approval of expenditures by the legislature and by each of the consolidated entities.”

2. APPLICABILITY

2.1. All Legislative Branch divisions, including:

- 2.1.1. Legislative Audit Division
- 2.1.2. Legislative Fiscal Division
- 2.1.3. Legislative Services Division
- 2.1.4. House of Representatives
- 2.1.5. Senate

3. DEFINITIONS

3.1. Expenditures

- 3.1.1. Personal Services and Staffing
- 3.1.2. Operating Expenses

3.1.2.1. Travel

3.1.2.1.1. Legislator compensation and reimbursements

3.1.2.1.2. Employee reimbursements

3.1.2.2. Meals

3.1.2.3. Purchases

3.1.3. Contracts

3.1.3.1. Solicitations

3.1.3.2. Contract Drafts

3.1.3.3. Final Contracts

3.1.4. Line-item budget adjustments within appropriation authority, and complying with Legislative intent

3.2. Consolidated Entities

3.2.1. Consolidated entities as defined in [5-2-504, MCA](#) “Legislative branch consolidated.” The following legislative branch entities are consolidated, as provided in [5-2-503, MCA](#), and this section:

- 3.2.1.1. the senate and the house of representatives provided for in Article V, section 1, of the Montana constitution;
- 3.2.1.2. the legislative council established by [5-11-101, MCA](#);
- 3.2.1.3. the legislative services division established by [5-11-111, MCA](#);
- 3.2.1.4. the legislative finance committee established by [5-12-201, MCA](#);
- 3.2.1.5. the legislative fiscal division established by [5-12-301, MCA](#);
- 3.2.1.6. the legislative audit committee established by [5-13-201, MCA](#);
- 3.2.1.7. the legislative audit division established by [5-13-301, MCA](#); and
- 3.2.1.8. the environmental quality council established by [5-16-101, MCA](#).”

4. PERSONS AUTHORIZED TO SUBMIT AND APPROVE EXPENDITURES

4.1. Approvers for each consolidated entity

- 4.1.1. Legislative Audit Division - The Legislative Auditor or designee, approves all expenditures related to Legislative Audit Division for items that are included in the applicable biennial Legislative Audit Division budget as approved by the Legislative Audit Committee within appropriation authority.
- 4.1.2. Legislative Fiscal Division - The Legislative Fiscal Analyst, or designee, approves all expenditures related to Legislative Fiscal Division for items that are included in the applicable biennial Legislative Fiscal Division budget as approved by the Legislative Finance Committee within appropriation authority.
- 4.1.3. Legislative Services Division (including Programs 20 and 21 not including the Office of Legislative Information Services) - The Legislative Services Division Executive Director ([5-11-111, MCA](#)), or designee, approves expenditures related to Legislative Services Division for items that are included in the applicable biennial Legislative Services Division budget as approved by the Legislative Council within appropriation authority.
 - 4.1.3.1. The Office of Legislative Information Services (OLIS) expenditures shall be approved by the Chief Information Officer of the Legislative Branch, or designee, for items that are included in the Office of Legislative Information Services budget approved by the Information Technology Planning Council and the Legislative Council within appropriation authority ([5-11-402](#), & [5-2-503](#), MCA).
- 4.1.4. House of Representatives
 - 4.1.4.1. Except as provided in section 4.1.4.2, The Speaker of the House, or designee, approves all expenditures related to the House of Representatives ([17-7-102, MCA](#)).
 - 4.1.4.2. The House Minority Leader, or designee, approves all expenditures related to the House Minority Leadership funds.
- 4.1.5. Senate
 - 4.1.5.1. Except as provided in section 4.1.5.2, the President of the Senate, or designee, approves all expenditures related to the Senate ([17-7-102, MCA](#)).
 - 4.1.5.2. The Senate Minority Leader, or designee, approves all expenditures related to the Senate Minority Leadership Funds.

- 4.2. The above-named approvers, or designees, are the only persons authorized to approve an expenditure of the appropriate entity.

5. DESIGNATION OF AUTHORITY

- 5.1. The Financial Office may not accept or process an expenditure from a designee unless a designation of authority form (attached to this document as "Attachment 1 Expenditure Approval Designation Form") is on file with the Financial Office. The designation of authority must include:
 - 5.1.1. the name of the designee;
 - 5.1.2. the scope and limits on the designee's authority; and
 - 5.1.3. the period during the fiscal year that the designee is authorized to approve expenditures.
- 5.2. If the Legislative Branch Financial Office receives a request for expenditures that may be unreasonable, illegal, or does not comply with legislative intent, the request shall be taken to the Legislative Services Division Executive Director (through the Legislative Branch Financial Director) for further review.

6. DUTIES AND RESPONSIBILITIES OF THE LEGISLATIVE FINANCIAL OFFICE

- 6.1. The Financial Office may only accept and process payment or reimbursement for an expenditure that is:
 - 6.1.1. signed by an authorized person or designee as defined in Sections 4 and 5 of this policy;
 - 6.1.2. authorized by law;
 - 6.1.3. within the budget authority of the Legislative office, division, or entity, submitting the expenditure; and
 - 6.1.4. consistent with Legislative Branch policies.

7. CLOSING

- 7.1. Questions concerning this policy shall be directed to the Legislative Branch Financial Director by sending an email to legfinservices@legmt.gov.

8. REFERENCES

- 8.1. [5-2-503\(2\)\(d\), MCA](#)
- 8.2. [5-2-504, MCA](#)
- 8.3. [5-2-503, MCA](#)
- 8.4. [5-11-101, MCA](#)
- 8.5. [5-11-111, MCA](#)
- 8.6. [5-12-201, MCA](#)
- 8.7. [5-12-301, MCA](#)
- 8.8. [5-13-201, MCA](#)
- 8.9. [5-13-301, MCA](#)
- 8.10. [5-16-101, MCA](#)
- 8.11. [5-11-111, MCA](#)
- 8.12. [5-11-402, MCA](#)
- 8.13. [5-2-503, MCA](#)
- 8.14. [17-7-102, MCA](#)

9. ATTACHMENTS

- 9.1. Attachment 1: Expenditure Approval Designation Form