



## Missouri Highways and Transportation Commission Policies

**Category:** FINANCIAL  
**Subcategory:** Budget  
**Sub-Subcategory:** Operating Budget

### OPERATING BUDGET

The Commission shall approve the Operating Budget by operating budget category. (The operating budget categories shown on the budget are Administration; System Management; Program Delivery; Fleet, Facilities, and Information Systems; and Multimodal.) Within the operating budget categories, State Road Funds shall be approved solely at the discretion of the Commission; all other state and federal fund disbursements shall be approved by the Commission but subject to federal appropriation or appropriation by the Missouri General Assembly.

### Delegation of Contingent Authority

The Director may approve the operating budget and/or amendments to it, after consultation with the Commission Chair, or the Vice-Chair if the Chair is unavailable, effective whenever the Commission lacks sufficient members for a statutory quorum of members, or the Commission has less than six statutory members and the incapacity of a member contributes to the Commission being unable to achieve a statutory quorum, for a regular monthly or specially scheduled meeting due to delays in the appointment and confirmation process for Commission members. This delegation of contingent authority exercised by the Director shall be subject to ratification by the Commission at the next regular monthly meeting a statutory quorum is attained.

### Expenditures within Operating Budget Categories

In those cases where other provisions within the MHTC Policies may be in conflict with this section, the other provisions will prevail. The Director, Chief Counsel, Chief Financial Officer, Chief Engineer, Assistant Chief Engineer, Division heads and District Engineers may approve bids and quotes, expend funds and execute agreements and contracts up to the operating budget category in the Commission-approved Operating Budget LIMITED TO the amounts noted below:

- a. **Greater than \$200,000** - All single transactions greater than \$200,000 shall be approved by the Director, Chief Financial Officer, Chief Engineer, or Assistant Chief Engineer.
- b. **\$200,000 or Less** –The Director, Chief Financial Officer, Chief Engineer, Assistant Chief Engineer, and, subject to their respective areas, the Chief Counsel, Division Heads, and District Engineers, (any one) are authorized to approve single transactions of \$200,000 or less. These staff members may delegate authority to others under their supervision to approve bids and quotes, expend funds and execute agreements and contracts in an amount not to exceed \$200,000 per transaction. Such delegation must

be by written advisory from the staff members noted above to the Financial Services Director for the Central Office employees or to the manager responsible for processing district invoices for district employees.

Effective Date: May 16, 2014

Supersedes Policy Dated: November 7, 2013

Last Reaffirmed:

Date of Origin: October 6, 1995

Related Commission Minutes: October 6, 1995-Purchasing and Contract Authority; July 7, 1995 – Performance Based Budget; January 8, 1999; April 7, 2000; June 14, 2006; September 13, 2006; \_\_\_ January 12, 2011-EOD; April 3, 2012-EOD; Paragraph C; November 7, 2013 – Comprehensive Policy Review.