

EXECUTIVE ORDER - D B No. 3

THE CERTIFICATION AND SUBMISSION OF PAYROLLS FOR PAYMENT

By virtue of the authority vested in me under the terms of the Constitution of the State of Oklahoma, the provisions of the State Budget Law of 1947, Oklahoma Session Laws 1947, pages 370 and following, 62 O. S. 1951 §§ 41.1 - 41.38, and as the Governor of the State of Oklahoma, it is ordered:

1. The State Budget Director is to require that the payrolls for any official, officials, employee, or employees of any agency, authority, board, commission, institution, instrumentality, office, or organization of the State of Oklahoma contain a statement under oath sworn to by the elected or appointed head, or designated administrative employee of any agency, authority, board, commission, institution, instrumentality, office or organization which certifies:

a. That the official, officials, employee, or employees of such agency, authority, board, commission, institution, instrumentality, office, or organization performed the duties to which they were assigned by the Constitution of Oklahoma, the statutes of Oklahoma, or by written administrative directive in absence of statutory or constitutional requirements, (such administrative directive to be on file in the agency, authority, board, commission, institution, instrumentality, office, or organization prior to the delivery of the payroll warrant); that such official, officials, employee, or employees were present at their official duty stations or assigned places of duty, or were in an approved travel status for official purposes, without exception save as specially noted opposite such official, officials' employee, or employees' name and entry upon the payroll forms.

b. That the payroll has been checked and approved as to the amounts due such official, officials, employee, or employees listed in the payroll filed for the period of time claimed and at the rates of pay set out.

c. That the listed deductions from the amounts due the officials or employees are in accordance with existing statutory requirements of the State of Oklahoma, and the Federal Government.

d. That the listed deductions from the amounts due the officials or employees, other than those required by statute, are in accord with existing signed authorizations from such officials or employees which direct and authorize those deductions so made. Such signed authorizations must be upon file

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in the agency, authority, board, commission, institutions, instrumentality, office, official, or organization in which such official or employee is employed or compensated by prior to the delivering of the payroll warrant upon which such a deduction is made.

e. That the recording of the names, numbers, and the extension of amounts and totals is true and correct.

2. The Division of the Budget, The Division of Central Accounting, and the State Budget Director may receive for filing, processing, or preparation for payment any payroll or payrolls for any official, officials, employee, or employees of any agency, authority, board, commission, institution, instrumentality, office, official, or organization of the State of Oklahoma, which payroll or payrolls are certified to and approved by the elected or appointed head, or designated administrative employee of any agency, authority, board, commission, institution, instrumentality, office, official, or organization of the State of Oklahoma, on the twentieth day of the month for that month of employment.

3. The State Budget Director, as the administrative head of The Division of the Budget and The Division of Central Accounting and Reporting, shall audit the payrolls and prepare warrants; said warrants to be dated the last day of the month in which services are rendered.

4. It is ordered that any warrant issued shall not be delivered by the head of any agency prior to the date shown on said warrant, and until the requirements set forth in Section 1, Paragraph a. of this order has been complied with.

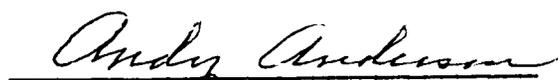
5. It is so ordered and directed that this order shall supersede any existing order pertaining to the certification and submission of payrolls filed for payment.

6. The order becomes effective January 15, 1956.

Done this 6th day of October, 1955, in Oklahoma City, Oklahoma.


RAYMOND GARY
GOVERNOR

A T T E S T:


Andy Anderson
Secretary of State

7631

File No 39-17

*Certification and
Submission of
Payrolls for Payment
Executive Order
9820.3*

FILED
JAN 4 1956
ANDY ANDERSON
SECRETARY OF STATE

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