



Brad Henry
Governor

FILED

SEP 3 2003

**OKLAHOMA SECRETARY
OF STATE**

EXECUTIVE DEPARTMENT

EXECUTIVE ORDER 2003-22

I, Brad Henry, Governor of the State of Oklahoma, by virtue of the power and authority vested in me by law, hereby revoke Executive Order – D B No. 3, dated October 6, 1955; and pursuant to the provisions of the State Budget Law of 1947, 62 O. S. §§ 41.1 et seq., order as follows:

THE CERTIFICATION AND SUBMISSION OF PAYROLLS FOR PAYMENT

1. The Director of State Finance shall require that the payrolls for any officials 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 head or designated administrative employee of any agency, authority, board, commission, institution, instrumentality, office or organization which certifies:

a. That the officials 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 officials 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 unless specially noted opposite such officials' or employees' names and entries upon the payroll forms.

b. That the payroll has been checked and approved as to the amounts due such officials 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. Electronic methods may be accepted as signed authorization from such officials or employees. Such signed authorizations must be filed in the agency, authority, board, commission, institution, instrumentality, office or organization in which such official or employee is employed or compensated prior to delivery 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 Reporting, and the Director of State Finance may receive for filing, processing, or preparation for payment any payroll or payrolls for any officials or employees of any agency, authority, board, commission, institution, instrumentality, office or organization of the State of Oklahoma, which payroll or payrolls are certified and sworn to as required herein and approved by the head or designated administrative employee of any agency, authority, board, commission, institution, instrumentality, office or organization of the State of Oklahoma in accordance with procedures established by the Division of Central Accounting and Reporting and the Director of State Finance.

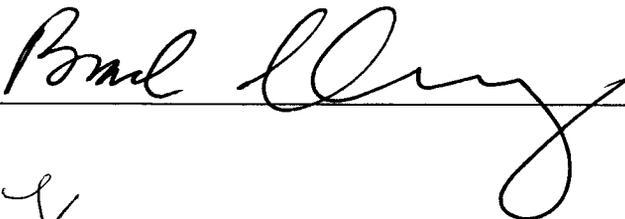
3. The Director of State Finance, as the administrative head of The Division of the Budget and The Division of Central Accounting and Reporting, shall audit the payrolls and prepare warrants.

4. It is ordered that any warrant issued shall not be delivered by the head or designated administrative employee of any agency, authority, board, commission, institution, instrumentality, office, or organization of the State of Oklahoma prior to the date shown on said warrant, nor shall any warrant issued be delivered until the requirements set forth in Section 1 of this order have been fully complied with and met.

This Executive Order shall be distributed to the Director of State Finance who shall cause the provisions of this order to be implemented.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Oklahoma to be affixed at Oklahoma City, Oklahoma, this 2nd day of September, 2003.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA



ATTEST:


SECRETARY OF STATE