



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; Safety and Operations; Program Delivery; Fleet, Facilities, and Information Systems; Multimodal, and Fringe Benefits.) In accordance with Article IV, Section 30(b) of the Missouri Constitution, the Commission has the sole discretion to spend moneys in the State Road Funds. 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.

Executive Committee

For purposes of this policy the term Executive Committee includes the individuals who fill the positions of Director, Deputy Director/Chief Engineer, Assistant Chief Engineer, Chief Safety and Operations Officer, Chief Administrative Officer, and Chief Financial Officer.

Expenditures within Operating Budget Categories

The Director and/or the Chief Financial Officer have the authority to ensure the department is a good steward of the funds available in the Commission approved Operating Budget. This authorization may occasionally require, regardless of the authority delegated to staff, review and rejection of bids and quotes, expenditure of funds, and contracts or agreements.

In those cases where other provisions within the MHTC Policies may be in conflict with this section, the other provisions will prevail. A member of the Executive Committee, Chief Counsel, 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 \$100,000** - All single transactions greater than \$100,000 shall be approved by a member of the Executive Committee.
- b. **\$100,000 or Less** – A member of the Executive Committee, and, subject to their respective areas, the Chief Counsel, Division Heads, and District Engineers, (any one) are authorized to approve single transactions of \$100,000 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 \$100,000 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: February 6, 2019
Supersedes Policy Dated: May 16, 2014
Last Reaffirmed:
Date of Origin: October 6, 1995

Related Commission Minutes: July 7, 1995–Performance Based Budget; October 6, 1995-Purchasing and Contract Authority; 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; May 16, 2014-added contingent authority; February 6, 2019-comprehensive review; May 6, 2020-add provision to authorize rejection of expenditures; June 3, 2020-revise budget categories to rename System Management to Safety and Operations and add a sixth category for Fringe Benefits.