



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
**OFFICE OF THE SECRETARY**  
P.O. Box 41101 • Olympia, Washington 98504-1101

December 15, 2022

TO: Todd Dowler, Assistant Secretary  
Employee and Business Support Services Administration

FROM: Cheryl Strange, Secretary [Signature on file]  
Department of Corrections

SUBJECT: DESIGNATION OF CHIEF FINANCIAL OFFICER

As Secretary of the Department of Corrections, I am designating you as the departments Chief Financial Officer (CFO) effective December 15, 2022. As Chief Financial Officer, you have authority to:

1. Approve travel for the Secretary- the Office of Financial Management (OFM) [State Administrative Accounting Manual \(SAAM\) Chapter 10 Travel \(10.80.30.c\)](#) requires you to personally approve the agency head's Travel Expense Voucher certifying that the agency head's travel is in compliance with state travel policy.
2. Approve and sign Annual Financial Disclosure Certifications- [OFM SAAM Chapter 20 Internal Controls \(20.15.30.c\)](#) requires both the agency head and CFO to submit annually financial certifications to certify the agency maintains an effective system of internal controls as prescribed by SAAM Chapter 20 and that we are responsible to implement controls to prevent and detect fraud.
3. Act as the Federal Grant Authorizing Official. In this role, you will be authorized to accept grant awards on behalf of the agency. When accepting an award, you are committing the agency to the terms of the award including but not limited to any required state match funding, data metrics, and reporting requirements.
4. Review and recommend approval of financial documents intended for my signature.

In addition to the CFO duties, I am delegating you authority for the following duties:

1. Policy delegation as follows:
  - a. [DOC Policy 200.900 Travel Regulations](#):

***"Working Together for SAFER Communities"***

- i. II.B- Approval of A40-A Travel Authorization for Out-of-State travel for staff reporting through Office of the Chief of Staff (COS) to include the Employee and Business Support Services Administration and the Budget and Strategy and Technology Administration.
  - ii. III.C- Approval of Out-of-State vehicle rentals for staff reporting through Office of the Chief of Staff (COS) to include the Employee and Business Support Services Administration and the Budget, Strategy and Technology Administration.
  - iii. IV.B.1.b- Approval of hotel accommodations within 50 miles.
  - iv. IV.B.2.b- Exceptions to maximum lodging for staff reporting through Office of the Chief of Staff (COS) to include the Employee and Business Support Services Administration and the Budget, Strategy and Technology Administration.
  - v. V.A- Direct Billing of Lodging Expenses for the agency.
- b. [DOC Policy 230.510 - Vehicle Acquisition, Maintenance, and Disposal](#)
  - i. I.A- Approval of the DES BR.01.F3 New and Used Passenger Vehicle Purchase Approval Request. When approving new vehicle requests, please consider Governor's Executive Order [21-04](#) (Zero Emission Vehicles).
- c. [DOC Policy 290.300 Moving Expenses](#)
  - i. Approval of DOC 03-259 Moving Payment Justification by policy is signed by the Assistant Secretary of Administrative Operations. Until policy is updated, you have authority to approve for all agency staff. The signature of EBSS Administration ensures compliance with the OFM State Administrative and Accounting Manual and ensures equity in approved moving payment authorizations.
- 2. Approve out-of-state telework for all agency staff when the duration of out-of-state telework is anticipated to last more than 30 days. In making those determinations, please consider [OFM State Human Resource guidance](#).
- 3. Approve Contract Management System (CMS) contract requests that are designated for the COS Approval Chain until the project to rebuild approval chains for the new organizational structure is complete.

This delegation remains in effect until rescinded. Please let me know if you have any concerns or questions. Thank you for taking on this important role for the department.

CES:amk

cc: Sean Murphy, Deputy Secretary  
Anita Kendall, Senior Director of Business Services