

**Payroll Funding Expenditure Authorization
FAQs**

- Q) Do Organizations have to send any authorization to PHRST to process payroll?
- A) No. (Per PHRST Memorandum #12-07 dated April 16, 2012)
- Q) Why is there no longer a requirement to submit Payroll Authorizations to PHRST?
- A) Division of Accounting (DOA) monitors statewide funding expenditures; Payroll Funding Expenditure Authorizations are managed by DOA. All Payroll Funding Expenditure Authorizations are to be submitted to the DOA Payroll Compliance Group.
- Q) When is the Payroll Expenditure Authorization due?
- A) The Payroll Authorization is due on or before Pay Day.
- Q) Do I still need to fax DPR003?
- A) No. Review the confirmed version of DPR003 to verify pay period expenditures.
- Q) The revised policy requires an email certification listing the covered Department IDs. We do not have to submit copies of funding totals or DPR003, correct?
- A) Correct. The preferred method is an email submission from the Authorized Signer which represents an electronic signature. It is still acceptable for the Authorized Signer to physically sign the certification and fax it to 736-7964.
- Q) What does the Payroll Funding Expenditure Authorization actually authorize?
- A) It is an assertion that payroll funding sources are properly managed according to the Delaware Code and Federal and State regulations.
- Q) Does the statement “do not exceed the remaining balance of funds appropriated by the General Assembly to this Organization” refer to only those funds authorized through our fiscal year budget approved by the Governor; meaning General Funds only? What about grants and local funds?
- A) The statement covers General and Non-General Fund appropriations because mismanagement of Grant or Local funds may affect General funds.
- Q) What about grants waiting on funds to be deposited from outside agencies (those grants that are allowed to go negative waiting on known funds to be deposited) or other negative conditions?
- A) In addition to the certification paragraph, include any exceptions and when you anticipate the negative conditions to be mitigated.