



State of Vermont
Agency of Administration
Office of the Secretary
Pavilion Office Building
109 State Street
Montpelier, VT 05609-0201
www.aoa.vermont.gov

[phone] 802-828-3322
[fax] 802-828-3320

Trey Martin, Secretary

MEMORANDUM

TO: Appointing Authorities and Department Heads
FROM: Trey Martin, Secretary of Administration *WMartin*
DATE: November 16, 2016
RE: **Paying Contractors through the State Payroll System**

Bulletin 3.5, Procurement and Contracting Procedures, was recently revised and updated, including revisions to sections IV A and B regarding contracts for services. These sections, and others, require further technical revisions and will be revised in January, 2017. Effective immediately, however, I am issuing the following directive:

Prior to executing any contract for services that an agency or department believes will require paying a contractor through the State employee payroll system, approval must be granted by the Commissioner of the Department of Human Resources (DHR).

More information and guidance on this subject will be published in January, and Agencies are encouraged to limit requests to DHR until the new guidance is issued.