

**STATE OF VERMONT
AGENCY OF ADMINISTRATION**

Subject: Delegation of Authority for Signing Documents Effective Date: July 1, 2002

Applicable To: All State Agencies and Departments

Issued By: Agency of Administration

Approved By: Kathleen C. Hoyt, Secretary of Administration

1. PURPOSE

The purpose of this bulletin is to provide procedures concerning the delegation of authority for signing documents to assure that the accountable official maintains personal knowledge of and involvement in important or sensitive issues.

2. PROCEDURES

- A. Signature Authorizations for persons authorized to approve Purchasing, Property, Finance and Management, Payroll and Personnel documents are necessary for proper administration, audit and verification that departmental workflows for VISION have been properly established.

New authorizations must be signed by organization heads and forwarded to the Department of Personnel, or the Department of Finance and Management, as appropriate, for distribution to affected administrative departments by the first workday of each fiscal year. Without this annual renewal system, authorizations become obsolete due to personnel changes.

Any change or cancellation of authorization during a fiscal year is to be forwarded to the appropriate department when it occurs. Authorizations for Employee Expense Reimbursements and Payroll will be made on the attached form "Appointment of Authorized Agent for Expense Reimbursements and Payroll" and should be submitted to the Department of Personnel. All other financial authorizations, changes and cancellations are made on the Department of Finance and Management "VISION System Operator Access Request" and should be submitted to the Department of Finance and Management.

Should the Organization Head/Appointing Authority change during the year, a memorandum should be submitted, signed by the new organization head, authorizing the individuals "Appointed as Authorized Agents" to continue in that status.

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- B. Below is a list of documents that are required to be signed by the organization head, as defined in Section 3.A. and may not be delegated except in an emergency or in the organization head's protracted absence.
1. Deeds and easements, purchase and sales agreements, options, and leases.
 2. Applications for and acceptance of grants.
 3. Revised estimates of anticipated receipts.
 4. Request to expend excess receipts.
 5. Transfer of funds between appropriations pursuant to 32 VSA 706 (a) and (b).
 6. All contract approval requests and contracts over \$10,000.00 and grant awards over \$10,000.00 to all individuals and firms, public and private, and all changes to those contracts or awards.
 7. Request to establish or change an imprest fund.
 8. VISION System Operator Access Request and Payroll Division Delegation of Authority (for signature authority).
 9. Retroactive claims to employee overtime that has not been previously reported.
 10. Any of the items so noted as "by Department Head only" in Administrative Bulletin 3.4, *Regulations for Reimbursement of Personal Expenses*, and any documents for which statutes require the organization head as signatory.

3. DEFINITIONS AND INSTRUCTIONS

- A. For this certification purpose, organization heads include those officers occupying appointive positions defined in 32 VSA 1003 (b); to include the exempt deputies of agency secretaries and department commissioners, elective officers and their deputies who head operating departments and heads of divisions, boards, committees and commissions not reporting to a department commissioner.
- B. The retroactive claims for overtime concern any subsequent entitlement to overtime payments that were not included in the proper pay period and do not represent a correction for an omission to the prior pay period.

EXAMPLE: Overtime hours worked over a period of weeks but reported in a lump sum rather than by the pay periods when they occurred.

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- C. The Secretary of Administration should be contacted to consider a special provision or exemption where adherence to 2B of this bulletin may involve the repetitious handling of a routine matter or where the appropriate delegation is believed to have been made.
- D. When an urgent need exists for a document to be signed under this procedure and the organization head is not available and will not return in sufficient time to permit its processing, the designated official (exempt or classified) in charge during this period of absence may sign in his or her own name with the statement "for and in the absence of" the organization head.

If the organization head anticipates being absent for a protracted length of time, (s)he should formally delegate authority to a person (exempt or classified) for the operation of the department and notify the Department of Finance and Management or Department of Personnel as appropriate of such delegation. This person may then act for and sign the listed documents during this absence with the statement "for and in the absence of the organization head".

- 4. This bulletin supersedes and replaces Bulletin No. 3.3, dated July 1, 2001.