



State of Vermont
Agency of Administration
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Justin Johnson, Secretary

MEMORANDUM

TO: Secretaries, Commissioners, Deputies and Exempt Department Heads
CC: Business Managers, Budget Analysts, Tori Pesek, Ruthellen Doyon, Harriet Johnson, Nancy Collins and Angela Rouelle
FROM: Justin Johnson
RE: Addendum to Bulletin 3.3 Delegation of Authority for Signing Document
DATE: April 17, 2015

<u>Addendum to:</u>	Bulletins 3.3 ~ Delegation of Authority for Signing Documents
<u>Effective date:</u>	April 20, 2015
<u>Description:</u>	Interim Policy Addendum
<u>Deadline:</u>	Executed/Scanned Form Due by May 1, 2015

The purpose of Administrative Bulletin 3.3 ~ Delegation of Authority 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. However, this Bulletin has not been updated since 2002. With so many policy, organization and technology changes since 2002, the Bulletin does not address the current signing authority environment or state of technology.

A good deal of procedural research needs to be done in order to incorporate necessary changes and reissue the Bulletin. In the interim, the Agency of Administration, Department of Finance & Management and Department of Human Resources must have on record the names and exemplar signatures of all Appointing Authorities and their exempt designees.

Attached please find a Delegation of Authority Form ("Form"), to be completed by the Appointing Authority and the exempt designee (if applicable). Appointing Authorities include those officers occupying appointive positions defined in 32 VSA 1003 (b), their exempt deputies, elective officers who head operating departments, and the heads of divisions, boards, committees and commissions not reporting to an agency secretary or department commissioner.

Please sign, date and submit the Form by May 15, 2015, via email to: FIN.VISIONSecurity@state.vt.us or via fax to: 802-828-6706.

Agency of Administration

Delegation of Authority for Signature Authorization

Summary: Authority for signing the documents listed below rests solely with the exempt Agency Secretary; Department Commissioner; Elected Official; Exempt Department Head; and heads of divisions, boards, committees and commissions not reporting to an agency secretary or department commissioner (collectively "Appointing Authority"). This authority may be delegated to the exempt Agency/Department Deputy Secretary or Deputy Commissioner ("exempt designee") by executing and submitting this form to the Agency of Administration, Secretary's Office through VISION Security. Non-exempt directors and managers may not be assigned as designees except in emergency situations and with separate written approval by the Secretary of Administration.

Agency/Dept. Name: _____ **Appointing Authority Name (print):** _____

By signing below, I certify that I am the exempt Appointing Authority for the Agency/Department listed above, and hereby delegate authority to the following individual(s) for the documents listed below:

Business Unit (BU#)	Employee 5-digit #	Designee Name and Title (print)	Designee Signature

If above designee is an emergency non-exempt appointment, during what period is this designation valid?
From: _____ **to:** _____ (mm/dd/yy).

Documents requiring Appointing Authority signature:

1. **State Land and Building Assets:** Deeds and easements, purchase and sales agreements, options, and leases;
2. **Grant Applications:** Applications for and acceptance of grants from federal or other external sources;
3. **Budget/Appropriation Forms:** Revised estimates of anticipated receipts; Request to expend excess receipts; Transfer of funds between appropriations pursuant to 32 VSA 706 (a) and (b); Request to establish or change an imprest (petty cash) fund;
4. **Contracts and Grants to Others:** All contract approval requests and certification; contracts and grant awards to all individuals and organizations, public and private; all amendments to those contracts or awards; and all sole source and waiver requests; in accordance with Administrative Bulletins 3.5, *Procurement & Contracting Procedures* and 5, *Policy for Grant Issuance & Monitoring*;
5. **Finance & Management (FIN) and VISION Forms:** VISION System Operator Access Request for Signature Authority; all FIN and year-end reporting forms so noted as requiring signature by department head, agency head, organization head, or appointing authority;
6. **Travel & Expense:** any items so noted as "by Department Head only or by Appointing Authority" in Administrative Bulletin 3.4, *Employee Travel & Expense Policy*;
7. **Human Resources (DHR) and VTHR Forms:** All Department of Human Resources and VTHR forms so noted as requiring signature by department head, agency head, organization head, or appointing authority;
8. **Statutorily Required:** any documents for which statute requires the department head, agency head, organization head, or appointing authority as signatory;

Appointing Authority Signature

Date

NOTE: This Form must be submitted *annually by January 15th* or as necessary due to staff change of Appointing Authorities or their designees.

Send completed forms to: Submit executed Appointing Authority and exempt designee forms via email (scanned copy) to: FIN.VISIONSecurity@state.vt.us or via fax to: 802-828-6706.