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Kristin L. Clouser, Secretary

TO: Secretaries, Commissioners, Deputies, and Exempt Department Heads
CC: Business Managers and Budget Analysts
FROM: Kristin L. Clouser, Secretary of Administration
DATE: July 1, 2022
RE: Addendum to Bulletin 3.3 ~ Delegation of Authority for Signing Documents

Addendum To: Bulletins 3.3 ~ Delegation of Authority for Signing Documents
Effective Date: July 1, 2022
Description: Interim Policy Addendum

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.

The Agency of Administration, Department of Finance & Management and Department of Human Resources must have on record the names and signatures of all Appointing Authorities and their exempt designees. Exemplar signatures, as well as alternative methods of signing such as DocuSign that include a facsimile of an actual signature, are acceptable. Attached please find a Delegation of Authority 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.

Delegation of Authority Forms must be submitted annually between January 1st and January 15th and as necessary, within 30 days of any staff change of Appointing Authorities or their designees. Please be aware the annual DFM Self-Assessment of Internal Control – Data Validation Review Audit will test the time-lapse dates.

Please submit completed, signed, and dated forms to the Department of Finance and Management at FIN.VisionSecurity@vermont.gov. They will work with our office for final approval.