

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 or entities without sufficient exempt staff to maintain operations. For waiver consideration, please attach your request for approval by the Secretary of Administration in memo format when submitting this form to FIN.VISIONSecurity@vermont.gov.

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

For Calendar Year (YYYY): _____ Appointing Authority Title: _____

I choose not to delegate authority at this time; **OR**

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(s) (BU#)	Employee 5-digit #	Designee Title (print)	Designee Name (print)	Designee Signature

If above designee is an emergency non-exempt appointment, during what period is this designation valid?

From: _____ **To:** _____

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 VTNR Forms:** All Department of Human Resources and VTNR forms so noted as requiring signature by department head, agency head, organization head, or appointing authority;
8. **Internal Control:** For SAIC purposes only the TOP Appointing Authority can "Certify" the annual form. Delegation is not permitted.
9. **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 between January 1st and January 15th** and as necessary, **within 30 days, due to staff change of Appointing Authorities or their designees. Please email form to: FIN.VISIONSecurity@vermont.gov**

FOR INTERNAL USE OFFICE ONLY (VISION Security will work with the Secretary of Administration for approval)

Secretary of Administration or Designee Signature

Date