

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):** _____

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

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:** _____
OR

I choose not to delegate authority at this time.

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

Secretary of Administration or Designee 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.**

Send completed forms to: FIN.VISIONSecurity@vermont.gov.