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GOVERNOR

WILLIAM M. LANDRUM III
SECRETARY

Commonwealth of Kentucky
FINANCE AND ADMINISTRATION CABINET
OFFICE OF THE CONTROLLER
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EDGAR C. ROSS
CONTROLLER

MEMORANDUM

To: Constitutional Officers
Cabinet Secretaries
Agency Heads

From: Edgar C. Ross, Controller

Date: May 23, 2016

Subject: Authority Delegation and Agency Contacts

With the recent change in administration, the Office of the Controller is again requiring each Cabinet (those having centralized administration) to complete and return the attached ***Authority Delegation Agreement (Section 1)*** for each department (those having departmentalized administration). The *Authority Delegation Agreement* is **required** to be updated and signed by the cabinet secretary or department head as outlined in the following Finance and Administration Cabinet Policies and Procedures (FAPs), which may be found on the internet at http://finance.ky.gov/services/policies/Pages/default.aspx.

- FAP-111-58-00 Procurement Card Program Administrator
- FAP-120-07-00 Fiscal Year Closing
- FAP-120-13-00 Decentralization of the Pre-Audit Function
- FAP-120-20-01 Personal Property and Vehicle Inventories
- FAP-120-21-00 Retention of Accounting Documents
- FAP-120-22-00 Electronic Records and Signatures

In addition, each department must also complete the following *Attachments:*

- ***Section 2: Addendum to the Authority Delegation Agreement, Officer Designations and Agency Contacts***, thus providing a profile for each designated officer or agency contact and their area(s) of responsibility. The following Office Designations are required per the above FAPs: *Fiscal Officer, Security Officer, Property Officer, and Procurement Card Program Administrator.*

Note: Any future changes in the required Officer Designations will require a new signed *Authority Delegation Agreement (Section 1)* and an *Authority Delegation Agreement, Officer Designations and Agency Contacts (Section 2).*

The following Agency Contacts are requested for use by the Customer Resource Center (CRC) and the Office of Procurement Services (OPS):

- Agency Implementation Lead (AIL),
- Communication Lead,
- Training Team Lead (TTL),
- Technical Lead, Agency,
- Purchasing Officer,
- eMARS Interface Lead,
- eMARS Report Lead

Descriptions of the Office Designations and Agency Contacts are included in the Authority Delegation Agreement (Section 1). A current listing of designations on file is available on the eMARS website at
http://finance.ky.gov/services/statewideacct/Pages/crctrainingandassistance.aspx

- Section 3: Addendum to the Authority Delegation Agreement, Document Retention per FAP-120-21-00, requires supplying information about the Central Repository, including the address and responsible party.

The completed Authority Delegation Agreement Packet (comprised of Sections 1, 2 and 3) is due by **c.o.b Friday June 17, 2016**, to:

Anna Haydon
Office of the Controller
Statewide Accounting Services
702 Capital Ave, RM 484
Frankfort, KY, 40601

Completed forms may be signed electronically and sent via email or; can be manually signed and then scanned and submitted via email to Anna.Haydon@ky.gov, or faxed to 502-564-5319.

Copies will be returned for items requiring signature of the Finance and Administration Controller.

If you have any questions or need additional information, please contact Anna Haydon at (502) 564-4025, or via email to Anna.Haydon@ky.gov; or Barbara Aldridge-Montfort at 502-782-2581/ BarbaraA.Aldridge@ky.gov

cc: Agency Implementation Leads, eMARS Fiscal Officers