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FINANCE AND ADMINISTRATION CABINET  
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EDGAR C. ROSS  
Controller

## MEMORANDUM

TO: Constitutional Officers  
Cabinet Secretaries  
Agency Heads

FROM: Edgar C. Ross, Controller 

DATE: September 9, 2008

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 (Attachment 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/ourcabinet/caboff/OOC/sas-policies.htm>.

- 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*:

- *Attachment 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 Officer 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 (Attachment 1)* and an *Authority Delegation Agreement, Officer Designations and Agency Contacts (Attachment 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,
- Report Developer for infoAdvantage/Webi, and
- Report Developer for Business Objects.

Descriptions of the Officer Designations and Agency Contacts are included in the *Authority Delegation Agreement (Attachment 1)*. A current listing of designations on file is available on the eMARS website at <http://finance.ky.gov/internal/eMARS/Agency+Contacts.htm>.

- *Attachment 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 Attachments 1, 2 and 3)* is **due by c.o.b. Wednesday, October 1, 2008, to:**

Connie Camden  
Customer Resource Center  
1049 US 127 South, Suite 4  
Frankfort, Kentucky 40601

Completed forms may also be faxed to the CRC at (502) 564-5319, or scanned and submitted via e-mail to [Connie.Camden@ky.gov](mailto:Connie.Camden@ky.gov).

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

If you have questions or need additional information, please contact Connie Camden at (502) 564-9641, extension 464 or via e-mail to [Connie.Camden@ky.gov](mailto:Connie.Camden@ky.gov).

cc: Agency Implementation Leads