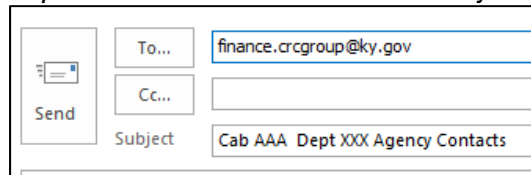


# INSTRUCTIONS by Section for the AUTHORITY DELEGATION AGREEMENT FORM

## Direction for submitting Agency Delegate Contact Information Form to CRC

### ELECTRONIC SUBMISSION

1. After agency leader's **Electronic** signature is acquired, **save document for your records**
2. In trying to keep everything **electronic**, please submit saved, completed form via email to: [Finance.crcgroup@ky.gov](mailto:finance.crcgroup@ky.gov)
  - a. Put your cabinet & department number in the email subject line



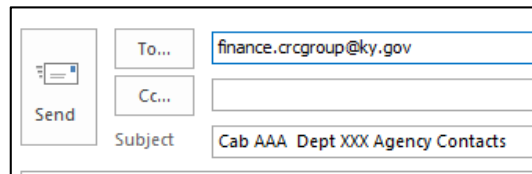
To...	finance.crcgroup@ky.gov
Cc...	
Subject	Cab AAA Dept XXX Agency Contacts
Send	

### MANUAL SIGNATURE

If necessary you can have the agency leader manually sign the form but follow these directions.

1. Fill out all of form completely, along with the Agency Head's info on signature page
2. Then print page 4 and have agency leader sign page
3. Next, scan that page to send via email with the rest of the electronically completed form attached to: [finance.crcgroup@ky.gov](mailto:finance.crcgroup@ky.gov)

*Put your cabinet & department number in the subject line*



To...	finance.crcgroup@ky.gov
Cc...	
Subject	Cab AAA Dept XXX Agency Contacts
Send	

### FAX SUBMISSION

*Last resort, Fax* manually completed form to CRC at 502-564-5319 Attn: Marcia Adams

Items will be returned for adjustments and forms requiring signature by the Finance Administration Controller. If you have any questions or need additional information please contact one of the following:

- Anna Haydon 502-564-4025 [anna.haydon@ky.gov](mailto:anna.haydon@ky.gov)
- Marcia Adams 502-564-7751 [marcia.adams@ky.gov](mailto:marcia.adams@ky.gov)

A current listing of designations on file is available on the eMARS website at:

### AGENCY CONTACT REPORT

<https://finance.ky.gov/services/statewideacct/Pages/agencydelegationandcontactinformation.aspx>

Blank Authority Delegation Agreement Forms are also available on that same web page.

We do request annual updates as well as when significant delegate positions staff changes

*We appreciate your help in keeping this information up to date, thanks!*

Form directions by section are on the following pages along with Delegate Position descriptions

# INSTRUCTIONS by Section for the AUTHORITY DELEGATION AGREEMENT FORM

**Section Number Color** matches section on the Form for you to complete, **directions in RED**

**Section 1 Location :** Agency Delegation Agreement > Form Page 1

<b>Section 1</b>	<b>Enter your CAB# and Name for Department(s)</b>
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**Section 2 Location:** Agency Delegation Agreement > Form Page 1

<b>Section 2</b>	<b>Agency Physical Address This is your agency office location address</b>
------------------	--

**Section 3 Location:** Agency Delegation Agreement > Form Page 1

<b>Section 3</b>	<b>Central Repository Information (Where Records are Stored)</b> All records related to payment documents as outlined in Finance and Administration Cabinet policies <a href="#">FAP-120-13-00</a> and <a href="#">KDLA Retention Guidelines</a> , shall be maintained in a central location. In accordance with these policies, the following location is designated as the central repository for all related records.
------------------	---

**Section 4 Location:** Agency Delegation Agreement **adding Delegates > Form Pages 2-4**

**Section 4 Example Take note of RED Check Marks and Blue Stars below**

1	NAME: Jane Smith	<input checked="" type="checkbox"/> 01-Fiscal Officer <input type="checkbox"/> 02-Security Officer <input type="checkbox"/> 03-Property Officer <input type="checkbox"/> 04-ProCard Program Admin <input type="checkbox"/> 05-Agency Implementation Lead (AIL) <input type="checkbox"/> 06-Communications Lead	<input type="checkbox"/> 07-Training Team Lead (TTL) <input checked="" type="checkbox"/> 08-Technical Lead <input type="checkbox"/> 09-Agency Purchasing Officer <input type="checkbox"/> 10-eMARS Interface Lead <input type="checkbox"/> 11-Reporting Lead <input type="checkbox"/> 12-Vendor Lead
	Email: jane.smith@ky.gov		
	Direct Phone #: (502) 782-1234		
2	NAME: John Green	<input type="checkbox"/> 01-Fiscal Officer <input type="checkbox"/> 02-Security Officer <input checked="" type="checkbox"/> 03-Property Officer <input type="checkbox"/> 04-ProCard Program Admin <input type="checkbox"/> 05-Agency Implementation Lead (AIL) <input type="checkbox"/> 06-Communications Lead	<input type="checkbox"/> 07-Training Team Lead (TTL) <input type="checkbox"/> 08-Technical Lead <input type="checkbox"/> 09-Agency Purchasing Officer <input type="checkbox"/> 10-eMARS Interface Lead <input type="checkbox"/> 11-Reporting Lead <input checked="" type="checkbox"/> 12-Vendor Lead
	Email: john.green@ky.gov		
	Direct Phone #: (502) 564-7878		

**Section 4 Example Delegate Position Review Grid > Form Page 4**

<b>Delegates Position Review</b>												
(At least one person under each header - position field)												
Delegate #	01- Fiscal Officer	02- Security Officer	03- Property Officer	04- ProCard Program Admin	05- Agency IMP-AIL	06- Comm. Lead	07- Train Lead TTL	08- Technical Lead	09- Agency Purchasing Off	10- eMARS Interface Lead	11- Reportin g Lead	12- Vendo r Lead
1	✓							★				
2			✓									★
3												
4												
5												
6												

Those checked in **RED** above require Agency Leader Signature below by **ELECTRONIC SIGNATURE**

**Section 4 Signature Page**

**Section 4 Signature Page** **Agency Leader signature page > Executive Director or above**

*These delegations shall be effective until rescinded by the Finance and Administration Cabinet.  
With this Signature, I agree to abide by the delegation procedures set forth above.*

*Once electronically signed, form is NOT editable and requires you to save file at your location before submitting to CRC*

# INSTRUCTIONS by Section for the AUTHORITY DELEGATION AGREEMENT FORM

**Section 5** Location: To add up to 30 more departments to your form

Download this separate form from the CRC website

<https://finance.ky.gov/services/statewideacct/Pages/agencydelegationandcontactinformation.aspx>

Remember to include attachment in your email with your main form.

## Authority Delegation Agreement – Position Descriptions

Pursuant to [KRS 45.121](#), the Finance and Administration Cabinet hereby delegates to the budget unit (responsible cabinet or department) authority to, and the budget unit accepts such delegation, and assumes responsibility for the pre-audit examination and verification of the validity of claims against, expenditures by, and payment of documents originating in its component units, and so long as this delegation remains in effect, the Finance and Administration Cabinet shall rely on the pre-audit of such claims, expenditures, and documents performed by the budget units as the basis for issuing warrants authorizing payment of said budget unit's lawful obligations. The budget unit shall perform the pre-audit function in accordance with [FAP-120-13-00](#) of the Finance and Administration Policies and Procedures Manual and shall maintain and keep all appropriate records supporting all expenditures made in reliance on the budget unit's pre-audit of such expenditures and make said records available on request for review by the Finance and Administration Cabinet. The records shall be kept in a central location, which shall be identified as an addendum to this agreement. The budget unit shall designate the following persons, which shall be identified as an addendum to this agreement:

### FAP and KRS Statute Info

Link to [KRS Statutes](#) on LRC website: <https://apps.legislature.ky.gov/lrcsearch#tabs-3>

Link to [Finance Cabinet FAP](#) Info: <https://finance.ky.gov/services/policies/Pages/default.aspx>

### Position Descriptions

Positions 01-04 (in green below) require agency leader signature

Position	Description
<b>01-Fiscal Officer</b> per <a href="#">FAP-120-07-00</a> <b>Fiscal Year Closing</b>	<u>Responsibilities include, but are not limited to,</u> establishing and maintaining proper internal control structure (working with the Security Officer), establishing and maintaining the agency chart of accounts, providing assurances that agency financial reports accurately reflect underlying activity, conducting fiscal operations under GAAP, and acting as a single point of contact with the Office of the State Controller.
<b>02-Security Officer</b> per <a href="#">FAP-120-22-00</a> <b>Electronic Records and Signatures</b>	<u>Responsibilities include, but are not limited to,</u> designating authorized electronic signatures to the Finance and Administration Cabinet and controlling and maintaining assigned agency signature authority. Additionally, the Security Officer will be responsible for approving the agency's automated Workflow setup within the Commonwealth's central accounting system. The Security Officer will work with the Fiscal Officer to ensure that agency security settings create proper internal control structure.
<b>03-Property Officer</b> per <a href="#">FAP-120-20-01</a> <b>Personal Property &amp; Vehicle Inventories</b>	<u>Responsibilities include, but are not limited to,</u> maintaining the agency's fixed asset records and taking an annual physical inventory.
<b>04-ProCard Program Administrator</b> per <a href="#">FAP 111-58-00</a> <b>Procurement Card Program</b>	<u>Responsibilities include, but are not limited to,</u> administering the procurement card program for the agency, ensuring timely payment to the issuing bank, ensuring all procurement card data is properly maintained and secured, and serving as primary contact for the Finance and Administration Cabinet in relation to any procurement card issues.
<b>05-Agency Implementation Lead AIL</b>	<u>Responsibilities include, but are not limited to,</u> serving as the liaison between (and within) the budget unit and the Finance and Administration eMARS Central Team, coordinating and monitoring efforts of the overall eMARS operation within the budget unit to include Technical, Financial, Procurement, Reporting, Budgeting, and Tasks associated with Agency Implementation, etc., and participating in eMARS User Group meetings as requested.
<b>06-Communication Lead</b>	<u>Responsibilities include, but are not limited to,</u> serving as a point of contact for all eMARS communication, ensuring two-way interaction between budget unit stakeholders, encouraging all impacted staff to take advantage of system Web pages (providing alternative access for requiring it), and monitoring the success of communication effort and providing feedback to all stakeholders (Example: Distribution of eMARS Newsletter).

**INSTRUCTIONS** by Section for the  
AUTHORITY DELEGATION AGREEMENT FORM

Position	Description
<b>07-Training Team Lead (TTL)</b>	<u>Responsibilities include, but are not limited to,</u> serving as the training liaison between (and within) the budget unit and the Finance and Administration eMARS Central Team, helping to determine agency training needs, training resources, and training logistics (scheduling, site identification, etc.), assisting with the coordination of prerequisite training, and participating in training design, delivery, and customization efforts as needed.
<b>08-Technical Lead</b>	<u>Responsibilities include, but are not limited to,</u> responsibility for network and desktop issues for the budget unit, ensuring the eMARS application operates on the desktop and local area network, and ensuring all agency desktops are updated with applications compatible with eMARS (i.e. Internet Explorer, MS Word, Java, Oracle) when software release occurs.
<b>09-Purchasing Officer</b>	<u>Responsibilities include, but are not limited to,</u> establishing and maintaining proper budget unit purchasing procedures in accordance with KRS 45A and the Finance and Administration Cabinet's policies <a href="#">FAP-110-10-00</a> through <a href="#">FAP-111-59-00</a> and <a href="#">FAP-220-05-00</a> to <a href="#">FAP-220-18-00</a> , and acting as the single point of contact with the Office of the State Controller.
<b>10-eMARS Interface Lead</b>	<u>Responsibilities include, but are not limited to,</u> serving as a point of contact for all interface issues for the budget unit, work to determine budget unit interface needs, and helping to monitor budget unit existing interface job(s) and working to resolve any issues.
<b>11-eMARS Report Lead</b>	<u>Responsibilities include, but are not limited to,</u> serving as a point of contact for all report related issues for the budget unit, developing custom reports to meet budget unit specific reporting needs, and attending eMARS Report Developers User Group meetings.
<b>12-eMARS Vendor Lead</b>	<u>Responsibilities include, but are not limited to,</u> serving as a point of contact for all vendor related issues for the budget unit. Ensure the agency has adequate personnel trained to add and request updates to vendor records. Communicate vendor related issues to the Office of the Controller and attend eMARS User groups as requested.