



## FINANCE AND ADMINISTRATION CABINET OFFICE OF THE CONTROLLER

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TO: Constitutional Officers,  
Cabinet Secretaries, and  
Agency Heads

FROM: L. Joe McDaniel, Controller  
Finance and Administration Cabinet

DATE: January 31, 2025

SUBJECT: Authority Delegation and Agency Contacts

Pursuant to KRS 45.121, The Office of the Controller is requiring each Cabinet (those having centralized administration) to complete and return the attached Authority Delegation Agreement 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 \(FAPs\)](#).

- 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

Each department must also complete all Sections found in the agreement:

**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.*

**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.

**Section 4: Delegate Selections** per FAP-120-13-00, requires identifying individuals identified as the responsible delegation. A delegation will need to be identified for each delegated Officer or Lead.

- Fiscal Officer (FAP-120-07-00)
- Security Officer (FAP-120-22-00)
- Property Officer (FAP 120-20-01)
- ProCard Program Admin (FAP 111-58-00)
- Agency Implementation Lead (AIL),
- Communication Lead,
- Training Team Lead (TTL),
- Technical Lead, Agency,
- Purchasing Officer,
- eMARS Interface Lead,
- eMARS Report Lead

Descriptions of the delegated Officer Designations are included in the *Authority Delegation Agreement*. A current listing of designations and contacts is available on the Finance website under [Agency Delegation Contacts, Instructions and Forms](#).

The completed *Authority Delegation Agreement* (comprised of Sections 1, 2, 3, and 4) shall be completed, signed (electronically or manually), and returned by **COB, Friday February 14, 2025**, to: [Jessica.Camden@ky.gov](mailto:Jessica.Camden@ky.gov).

Contact [Jessica Camden](#) or [Marcia Adams](#) with questions or for additional information.

Final/Approved copies will be made available to Constitutional Officers, Cabinet Secretaries, Agency Heads, the Legislative Research Committee (LRC), and the Auditor of Public Accounts (APA), if requested.

**Note:** Any future changes in the required Officer Designations will require a new signed *Authority Delegation Agreement*.

cc: Agency Implementation Leads, eMARS Fiscal Officers