

# Authority Delegation Agreement Form Instructions

Complete the form in its entirety and email to [Jessica.Camden@ky.gov](mailto:Jessica.Camden@ky.gov).

## Section 1:

- Enter Cabinet Number and Name.
- Enter Department Number and Name.
  - If the form being completed covers All Departments in a Cabinet, click the necessary box.

Section 1	Enter your CAB# and Cab Name for Department(s) to be covered by users on this form			
CAB #	Cabinet Name			
<b>Departments</b> <i>(Do NOT complete if administration is at the Cabinet Level)</i>				
	◀ Check here to assign Delegates for All Departments in the Cabinet Named above ▼ List by number & name below			
	▼ List by number & name below			
Dept #	Department Name	Dept #	Department Name	<input type="button" value="Clear ALL Depts"/>
For additional department lines, download the "Additional Departments" form from website: <a href="https://finance.ky.gov/Office-of-the-Controller/Office-of-Statewide-Accounting-Services/customer-resource-center/Documents/3_Addl%20Depts%20Form%202020.pdf">https://finance.ky.gov/Office-of-the-Controller/Office-of-Statewide-Accounting-Services/customer-resource-center/Documents/3_Addl%20Depts%20Form%202020.pdf</a>				

\*For additional department lines, download the "Additional Departments" form from the website: [Section 5 - Additional Departments Form](#).

## Section 2:

- Enter Agency Physical Address
  - This is the address where the agency physically resides and operates.

Section 2	Agency Physical Address			
Agency Address				
Address 2				
City – State - Zip				
Agency Main Number	Type #s Only	Agency Fax		

**Section 3:**

- Enter the name of the person who oversees the Central Repository for the Agency
  - This is the person that is responsible for overseeing the agencies' records for record retention purposes.
- There is a section here for any additional information or notes

Section 3	<b>Central Repository Information</b>		<b>Reset Section 3</b>
Responsible Party			
Email Address			
Direct Dial Phone	Type #s Only		

Any additional information or notes		Clear Notes

**Section 4 - Form:**

- Enter the current date in the 'Today's Date:' field
- Enter the name, Email Address, and Direct Phone # for each person that is being delegated to a position.
- There are 12 positions – click the box to the left of each description the specific person occupies.

Today's Date:

Authority Delegation Agreement

**All Delegate Selections** (see review at top of page 4)

Click box to left of position to select or unselect as needed

Clear Name Fields
Clear All Checks-Stars

Section 4 - Form	<ul style="list-style-type: none"> <li>• Departments may have more than 1 delegate per position as backup and/or alternate</li> <li>• If NO agency ProCard, put N/A in the Name Field of ProCard Selection and select position 04</li> </ul>													
1	NAME: <input style="width: 100%;" type="text"/> Email: <input style="width: 100%;" type="text"/> Direct Phone #: <input style="width: 100%;" type="text"/> <small>Type #s Only</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="color: red;">01-Fiscal Officer</td><td style="color: blue;">07-Training Team Lead (TTL)</td></tr> <tr><td style="color: red;">02-Security Officer</td><td style="color: blue;">08-Technical Lead</td></tr> <tr><td style="color: red;">03-Property Officer</td><td style="color: blue;">09-Agency Purchasing Officer</td></tr> <tr><td style="color: red;">04-ProCard Program Admin</td><td style="color: blue;">10-eMARS Interface Lead</td></tr> <tr><td style="color: red;">05-Agency Implementation Lead (AIL)</td><td style="color: blue;">11-Reporting Lead</td></tr> <tr><td style="color: red;">06-Communications Lead</td><td style="color: blue;">12-Vendor Lead</td></tr> </table>	01-Fiscal Officer	07-Training Team Lead (TTL)	02-Security Officer	08-Technical Lead	03-Property Officer	09-Agency Purchasing Officer	04-ProCard Program Admin	10-eMARS Interface Lead	05-Agency Implementation Lead (AIL)	11-Reporting Lead	06-Communications Lead	12-Vendor Lead
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**Position Descriptions 01 through 12:**

<b>Position Name</b>	<b>Description of Responsibilities</b>
<b>01-Fiscal Officer</b>	Responsibilities include, but are not limited to, 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>	Responsibilities include, but are not limited to, 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 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>	Responsibilities include, but are not limited to, maintaining the agency's fixed asset records and taking an annual physical inventory.
<b>04-ProCard Program Admin</b>	Responsibilities include, but are not limited to, 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>	Responsibilities include, but are not limited to, 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>	Responsibilities include, but are not limited to, 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).
<b>07-Training Team Lead (TTL)</b>	Responsibilities include, but are not limited to, 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>	Responsibilities include, but are not limited to, 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, or Oracle) when software release occurs.
<b>09-Agency Purchasing Officer</b>	Responsibilities include, but are not limited to, establishing and maintaining proper budget unit purchasing procedures in accordance with KRS 45A and the Finance and Administration Cabinet's policies FAP-110-10-00 through FAP-111-59-00 and FAP-220-05-00 to FAP-220-18-00, and acting as the single point of contact with the Office of the State Controller.
<b>10-eMARS Interface Lead</b>	Responsibilities include, but are not limited to, 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-Reporting Lead</b>	Responsibilities include, but are not limited to, 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-Vendor Lead</b>	Responsibilities include, but are not limited to, 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.

**Section 4 - Review:**

- The Delegation Position Review table will auto populate based on the fields that are checked on the right-hand columns of the above form (delegations 1 - 12).
- Each column MUST have a check or a star otherwise the form will be sent back for corrections and considered incomplete.
- Agencies can use this table to ensure each position has someone delegated to it.








**Delegates Position Review**  
(At least one person under each header - position field)

Section 4 - Review												
Position Field →	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- Reporting Lead	12- Vendor Lead
Delegate # ↓												
1												
2												
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7												
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11												
12												
13												
14												

Please make sure at least one person is ✓ or ★ under each header - position field above

**Section 4 - Signature Page:**

- The Agency Head must sign this section.
  - An Agency Head is defined as an Executive Director and Above.
- The Agency Head should include the date, their printed name, their phone number, and their email address.
- Finance will obtain the Controller’s Signature – Agencies are not responsible for this field

<b>Section 4 - Signature Page</b>	<b>Clear Leader Info</b>
<p><i>These delegations shall be effective until rescinded by the Finance and Administration Cabinet.</i>                  With this Signature, I agree to abide by the delegation pursuant to <a href="#">KRS 45.127</a>                  Once electronically signed, form is NOT editable and requires the file to be saved before emailing.</p>	
<i>Approved by:</i>	
	
Agency Head Signature (Executive Director or Above)	Date
	
Agency Head Printed Name	Phone (type numbers only)
	
Agency Head Email Address	
<i>State Controller Signature</i>	
	
State Controller Signature	Date

**Additional Information:**

- Keep in mind segregation of duties when completing these sections.
- Once form is complete, email to Jessica Camden at [Jessica.Camden@ky.gov](mailto:Jessica.Camden@ky.gov).
- Report can be found at: [Agency Delegation Contacts](#).
- When changes are needed to the Agency Delegation Contacts listing, a new form must be completed in its entirety, signed, and emailed to Jessica Camden at [Jessica.Camden@ky.gov](mailto:Jessica.Camden@ky.gov).

**FAP and KRS Statute Information:**

*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.*

[KRS Statutes - LRC](#)

[Finance Cabinet FAP's](#)