



Finance and Administration Cabinet



Fiscal Year 2025 SEFA Reporting Delegation

Complete this form by entering data into the **BLUE** fields.

Click the box to the left if you HAD NO CHANGES IN DELEGATIONS (Agency Head, Submitter and Approver) for FY 2025 (July 1, 2024 – June 30, 2025). This will serve as your ORIGINAL Delegation Form for FY 2025.

Click on the box to the left to submit this Delegation Form as an update due to changes in Agency Head, Submitter and/or Approver during the FY 2025 – July 1, 2024 through June 30, 2025. This is only necessary if you are changing Delegations after the original submission in May 2025. Remember to resubmit this form to the SEFA Team. You may make multiple changes on a single form.

Cabinet Name	
Cabinet Number	
Department Name(s)	
Department Number(s)	
Submitter Name	
Submitter email	
Approver Name	
Approver email	
Agency Head Signature	<div>Right click in the area below. Select "Sign Yourself". Type signature and click "Apply".</div>
Date	
Agency Head Name (printed)	