

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SECTION A-60

POLICY/PROCEDURE NUMBER

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**POLICY / PROCEDURE
DELEGATION OF RIFANS
AUTHORITY**

AMENDMENT / REVISION

Authorized Agents - An employee/authorized agent with authority to approve documents in RIFANS can only delegate such authority to an employee who has equal or greater authority than themselves. For example, an employee with a \$10,000 approval limit can only delegate their authority to employees who have approval limits of \$10,000 or more. Furthermore, one cannot delegate approval authority to an employee who does not have any approval authority assigned to them already or who is not an authorized agent for the agency.

Chief Financial Officers - Since most CFOs will not be able to delegate to an authority with an equal or higher limit, they must have a documented delegation from on file with the Controller's Office. The official delegation form to utilize is attached. Once filed, it only needs to be updated if circumstances change.