

# Chapter 207: Authorization and Approval of Expenditures

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Vermont Division of Vocational Rehabilitation  
Policy and Procedures Manual

Revision Date: October 2015

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## Section I. Definitions

- A. **“Approval of Expenditures”** means the approval for payment of a bill for goods or services after those services have been provided.
- B. **“Authorization of Expenditures”** means the authorization allowing expenditure for goods or services prior to those services or services being delivered.
- C. **“Caseload”** means the specific group of consumers assigned to the counselor by their immediate supervisor.
- D. **“Counselor”** means a State of Vermont Classified Employee, Rehabilitation Associate, Vocational Rehabilitation Counselor I, Vocational Rehabilitation Counselor II and Senior Vocational Rehabilitation Counselor I.
- E. **“Senior Counselor”** means a State of Vermont Classified Employee, Senior Vocational Counselor II.

## Section II. General Policy

- A. The counselor has fiduciary responsibility for the authorization and approval of the expenditure of Vocational Rehabilitation of funds for goods and services for consumers on his/her caseload. **The counselor cannot delegate the authorization or approval of any expenditure for a consumer on his/her caseload to any other counselor, administrative support staff, contractor or other state employee.** Specifically, the counselor must:
  - 1. Initiate and sign an authorization for any expenditure, identifying the consumer, the specific service to be provided and the maximum amount authorized.
  - 2. Initiate, approve and sign an Individual Grant/Imprest Cash Voucher, identifying the consumer, the specific service to be provided and the maximum amount authorized.
  - 3. Review and approve for payment any invoices of consumer services the counselor had authorized. The counselor must sign and date the invoice indicating they have reviewed the invoice and confirmed that services/goods were provided and the amount to be paid does not exceed the amount authorized.
- B. If a counselor is unavailable to authorize or approve any expenditure, only the following staff has the authority to authorize and approve expenditures from counselor’s caseload:
  - 1. A Senior Counselor II
  - 2. A Regional or Associate Manager
  - 3. The Division Director and his/her designees at the Division Central Office