



STATE OF ILLINOIS
COMPTROLLER
LESLIE GEISSLER MUNGER

PAYROLL BULLETIN

TO: All State Agencies, Boards and Commissions
FROM: Marvin Becker, Assistant Comptroller - Operations
DATE: May 5, 2016
SUBJECT: Signature Authorization and Revocation Forms
NUMBER: 1-16

The Illinois Office of the Comptroller (IOC) has changed the agency head signature authorization process to make it more efficient by replacing the existing signature card with a form and allowing electronic submission.

The IOC has converted the following signature authorization card to a PDF fillable form:
SCO-095 Voucher Signature Authorization Form

The following forms have been developed to standardize the revocation process:
SCO-095-A Voucher Signature Revocation Form – Designee
SCO-095-B Voucher Signature Revocation Form – Agency Head

The new forms are to be utilized for all signature authorizations and revocations from this date forward. Signature cards currently on file with the IOC remain in effect and should not be resubmitted. The old Signature Authorization **cards** will not be accepted after July 1, 2016.

Signature authorization and revocation forms may be submitted by mail, email or facsimile. If submitted electronically, the original documents must be maintained by the agency as required by the agency's record retention policy.

All forms are available on the Comptroller's website at <http://illinoiscomptroller.gov/agencies/accounting-forms>. Procedures will be included in the July 1, 2016 SAMS Manual update.

If you have any questions concerning this Accounting Bulletin, please contact Mike Dunham, Payroll Manager, at (217) 782-4195. Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller's website at <http://illinoiscomptroller.gov/agencies>.