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ILLINOIS STATE COMPTROLLER

PAYROLL BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Ellen Andres, Assistant Comptroller – Operations

DATE: November 9, 2021

SUBJECT: Electronic Signatures on Payroll Vouchers

NUMBER: 05-21

The purpose of this Bulletin is to distribute guidance to agencies regarding the use of electronic signatures on payroll, retirement, and lottery vouchers and the acceptance of those documents by the Illinois Office of Comptroller (IOC).

Agency Electronic Signatures for Agency Head and Designee

The IOC has modified its procedures to allow for the submission of payroll, lottery, and retirement vouchers containing electronic signatures as defined by the [Uniform Electronic Transactions Act \(815 ILCS 333\)](#).

Agencies wishing to submit agency head or designee electronically signed vouchers will be required to complete and submit a new [SCO-095 Voucher Signature Authorization Form](#) which has been updated to include an electronic signature sample on the *Specimen Signature* field (line 5). If the form is submitted with an electronic specimen signature, the check box next to “Specimen signature is electronic” also needs to be checked. The Specimen Signature field is compatible with all forms of Adobe-applied signatures, DocuSign applications, and other electronic signature technologies.

In order to submit vouchers electronically signed by a designee, the agency must also submit a new Voucher Signature Authorization Form. The electronically generated designee signature must incorporate both the Agency Head signature and his/her authorized designee signature. One example of an acceptable electronically applied designee signature, created using Adobe PDF, is below:

- 5) **SPECIMEN SIGNATURE** (A designee must sign [not print]/affix the Agency Head’s name followed by his/her name precisely as it will appear on contract documents. Initials are not acceptable):

 *Agency Head by Agency Designee*

Agency Head signature is a stamp.

Specimen signature is electronic.

The signature on electronically signed vouchers submitted to the IOC must match **precisely** to the specimen signature on the Voucher Signature Authorization Form.

The Agency Head approval signature on the SCO-095 Voucher Signature Authorization Form (line 9), must be in wet ink, regardless of the type of signature supplied on the specimen signature line (line 5).

Agency Compliance with the Uniform Electronic Transactions Act

The IOC does not require the use of a specific electronic signature technology. The selection and format of electronic signatures is each agency's decision but must comply with the requirements of the Uniform Electronic Transactions Act. By submitting an agency-approved SCO-095 Voucher Signature Authorization Form, the agency is certifying that it has adequate processes and written procedures governing its use of electronic signatures, ensuring compliance with the Uniform Electronic Transactions Act (815 ILCS 333).

Effective Date

This guidance is effective immediately. Prior to submitting agency head or designee electronically signed vouchers-related documents, the agency's revised SCO-095 Voucher Signature Authorization Form containing the specimen electronically generated signature must be on file with the IOC.

Electronic Submission of Payroll Vouchers

Payroll vouchers may be submitted electronically (via email) to the IOC if the signature page contains the following certification: "If I am submitting this payroll voucher by facsimile or email, I hereby certify by signing and so filing that the original signed document exists in my possession."

Retirement, lottery, and contractual employee vouchers may be submitted electronically (via email) to the IOC if the signature page contains the following certification: "If I am submitting this voucher by facsimile or email, I hereby certify by signing and so filing that the original signed document exists in my possession."

The signatures on the signature page of the voucher must match the specimen provided on the Voucher Signature Authorization Form. Agencies wishing to submit vouchers electronically should contact Danny Sronce daniel.sronce@illinoiscomptroller.gov for detailed instructions if the agency has not already received approval for electronic submission.

If you have any questions concerning this Payroll Bulletin, please contact Katie Guy at katie.guy@illinoiscomptroller.gov. Agencies may access this and other [Accounting](#), [Payroll](#), and [SAMS](#) bulletins on the IOC website.