



The **Voucher Approval Authorization Form – SAMS ADV4** is used to provide authorization to the Comptroller for persons authorized to approve commercial vouchers as the Agency Head or their designee, specifically within SAMS ADV4. Approval within SAMS ADV4 is electronic and does not require a wet signature. Submission of new or revised Voucher Approval Authorization Form is dependent on when the use of the Agency Head signature is authorized or revised.

**Voucher Approval Authorization Forms** must be emailed with the agency number included in the subject line and the name of the authorized individual in the body of the email to: [vouchercontrol@illinoiscomptroller.gov](mailto:vouchercontrol@illinoiscomptroller.gov)

The original signed document must be maintained by the Agency. Each form must be scanned as a separate document. Multiple forms can be sent in one email.

**ALL FIELDS ARE REQUIRED**

1) **AGENCY NAME** (Do Not Abbreviate): \_\_\_\_\_

2) **AGENCY CODE** (Three-digit Number): \_\_\_\_\_

3) **AGENCY CONTACT INFORMATION** (The individual to be contacted regarding this approval authorization form):

**Name** (Type/Print): \_\_\_\_\_

**Email/Phone Number:** \_\_\_\_\_

4) **NAME OF AGENCY HEAD OR DESIGNEE** (Type/Print the name of either the Agency Head or designee authorized to apply the approval of the Agency Head): \_\_\_\_\_

5) **EFFECTIVE DATE OF AUTHORIZATION\***: \_\_\_\_\_

6) **APPROVAL** (Type/Print the title and agency name into the certification):

I certify that I am the elected/appointed \_\_\_\_\_ of the  
(Title of Agency Head)  
\_\_\_\_\_ designated by Section 10 of "an Act in relation to State Finance"  
(Name of Agency)

as the officer responsible for certifying and approving vouchers for this Agency. I hereby approve the approval delegation authorized by this form. I hereby certify that the original signed document exists in my possession and the agency named above has adequate procedures in place to ensure that the use of the electronic signature authorized above is in compliance with the Uniform Electronic Transactions Act (815 ILCS 333).

I hereby certify the following for each voucher submitted electronically through SAMS ADV4:

- This invoice voucher certification is hereby specifically incorporated into and made part of the invoice vouchers approved in ADV4, the same as if such certification were fully set out in such vouchers. It is understood that the approval of vouchers within SAMS ADV4 constitutes the approval and certification of all and each said voucher.
- The goods or services specified on this voucher were procured pursuant to a formal, written contract the terms of which require advance payment. The contract requires the goods or services to be delivered or received prior to August 31, "20XX" or it was not possible to execute a written contract for the goods or services specified on this voucher. It is anticipated that the goods or services will be received or delivered prior to August 31, "20XX".
- I certify that the goods and services specified on the approved vouchers were for the use of this agency and that the expenditures for such goods or services were authorized and lawfully incurred; that such goods or services met all the required standards set forth in the purchase agreements or contracts to which these vouchers relate; and that the amounts shown on these vouchers are correct and are approved for payment. If applicable, the reporting requirements of Section 5.1 of the Governor's Office of Management and Budget Act have been met.

7) \_\_\_\_\_  
Signature of Agency Head Type/Print Name of Agency Head

\*Enter the effective date authorization is granted. Do not enter the current date unless it is the effective date for this authorization.