



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

**CHIEF PROCUREMENT OFFICER (CPO)
SIGNATURE AUTHORIZATION FORM**
(SAMS PROCEDURE 15.20.98)

The **Chief Procurement Officer (CPO) Signature Authorization Form** is used to provide specimen signatures to the Comptroller for persons authorized to sign the CPO approval line on Late Execution Waiver Requests.

Chief Procurement Officer (CPO) Signature Authorization Forms must be emailed with the area of jurisdiction included in the subject line and the name of the authorized individual in the body of the email to:

obligations@illinoiscomptroller.gov

The original signed document must be maintained at the office of the Chief Procurement Officer. Each form must be scanned as a separate document. Multiple forms can be sent in one email.

ALL FIELDS ARE REQUIRED

1) CONTACT INFORMATION (The individual to be contacted regarding this signature authorization form):

Name (Type/Print): _____

Phone Number: _____

Email Address: _____

2) AREA OF JURISDICTION (Check one):

- | | | |
|--|---|--|
| <input type="checkbox"/> Governor | <input type="checkbox"/> Comptroller | <input type="checkbox"/> Capital Development Bd (Construction) |
| <input type="checkbox"/> Lt. Governor | <input type="checkbox"/> Treasurer | <input type="checkbox"/> Dept of Transportation (Construction) |
| <input type="checkbox"/> Attorney General | <input type="checkbox"/> Governor's Office of Management/Budget | <input type="checkbox"/> Institutions of Higher Education |
| <input type="checkbox"/> Secretary of State | <input type="checkbox"/> Auditor General | <input type="checkbox"/> General Services |
| <input type="checkbox"/> Other (Please specify): _____ | | |

3) NAME OF PERSON AUTHORIZED TO SIGN OR AFFIX CPO SIGNATURE (Type/Print the name of either the Chief Procurement Officer or designee authorized to sign or affix the signature of the Chief Procurement Officer):

4) SPECIMEN SIGNATURE (The designee must sign [not print]/affix the Chief Procurement Officer's name followed by his/her name precisely as it will appear on Late Execution Waiver Requests—initials are not acceptable):

CPO signature is a stamp.

Specimen signature is electronic.

5) EFFECTIVE DATE OF AUTHORIZATION*: _____

6) APPROVAL

I certify that I am the Chief Procurement Officer. I hereby approve the signature delegation authorized above for the purposes of signing Late Execution Waiver Requests. **I certify that the original signed document exists in my possession and that Chief Procurement Office 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).**

Signature of Chief Procurement Officer

Type/Print Name of Chief Procurement Officer

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

