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# ACCOUNTING BULLETIN

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TO: Fiscal Officers of All State Agencies

FROM: Marvin Becker, Assistant Comptroller - Operations

DATE: May 5, 2016

SUBJECT: Signature Authorization and Revocation Forms

NUMBER: 205

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 cards to PDF fillable forms:

- SCO-095 Voucher Signature Authorization Form
- SCO-470 Contract Signature Authorization Form
- SCO-471 Chief Procurement Officer (CPO) 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
- SCO-470-A Contract Signature Revocation Form – Designee
- SCO-470-B Contract Signature Revocation Form – Agency Head
- SCO-471-A Chief Procurement Officer (CPO) Signature Revocation Form – Designee
- SCO-471-B Chief Procurement Officer (CPO) Signature Revocation Form

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 Sally Gosda, Obligations Unit Supervisor, at (217) 782-3686 or Karla Grigsby, Voucher Pre-Audit Supervisor, at (217) 557-3376. Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller's website at <http://illinoiscomptroller.gov/agencies>.