



**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.

**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 hereby certify that the original signed document exists in my possession.**

\_\_\_\_\_  
 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.

