



CONTRACT SIGNATURE AUTHORIZATION FORM
 (SAMS PROCEDURE 15.20.95)

The **Contract Signature Authorization Form** is used to provide specimen signatures to the Comptroller for persons authorized to sign the Agency Head approval line on contracts, interagency agreements, purchase orders, grants and leases.

Original **Contract Signature Authorization Forms** may be mailed to:

ILLINOIS OFFICE OF THE COMPTROLLER
 Attn: Obligations Unit
 325 West Adams
 Springfield, IL 62704-1871

This form may be submitted by email to **obligations@illinoiscomptroller.gov** or facsimile to **(217) 782-9151**. If submitted electronically or by facsimile, the original signed document must be maintained by the Agency.

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 signature authorization form):

Name (Type/Print): _____

Phone Number: _____

Email Address: _____

4) **NAME OF AGENCY HEAD OR DESIGNEE** (Type/Print the name of either the Agency Head or designee authorized to sign or affix the signature of the Agency Head):

5) **SPECIMEN SIGNATURE** (The designee must sign [not print]/affix the Agency Head's name followed by his/her name precisely as it will appear on the contract—initials are not acceptable):

6) **EFFECTIVE DATE OF AUTHORIZATION***: _____

7) **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)

_____ (Name of Agency)

I hereby approve the signature delegation authorized above for the purposes of signing contracts and/or associated affidavits. **If submitted electronically or by facsimile, I hereby certify that the original signed document exists in my possession.**

8) _____
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.