



**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 as the CPO on Late Execution Waiver Requests. This form is also prepared for designees authorized to affix the signature of the CPO on Late Execution Waiver Requests.

Original **Chief Procurement Officer (CPO) Signature Authorization Forms** may be mailed to:

ILLINOIS OFFICE OF THE COMPTROLLER  
 Attn: Director of State Accounting  
 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 at the office of the Chief Procurement Officer.

**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):

\_\_\_\_\_

**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. **If submitted electronically or by facsimile, 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.