

AUTHORIZED SIGNATURE FILE - 8001.3
(Revised: 0704/20261)

DAgencies/departments will prepare an intra-office memo that includes the following:

- List of ts the names of each person authorized to sign agency/department checks.
- EExamples of both a manual and facsimile signature (if used to sign checks) for each authorized person.
- will be shown. ~~It is the agency's/department's responsibility to ensure that adequate safeguards are taken to include improper or unauthorized use of facsimile signatures. See SAM Sections 8080, Separation of Duties and 8081 and 8082.~~ Each memo will cTwo-signature authorization contain the following statement:

"Checks drawn for an amount in excess of \$15,000 will require two authorized signatures unless the check is payable to (1) the State Treasurer, (2) another state agency/department or account, or (3) if the Department of Finance, Fiscal Systems and Consulting Unit, has authorized, in writing, special instructions permitting a agency/department to deviate from this requirement."

DThe agency/departments will place the memo in an Agency Check–Authorized Signatures file and keep the file current. The State Treasurer's Office does not require a copy of this memo. Each agency/department will be solely responsible for the maintenance and control of authorized signature files.

~~It is the agency's/d~~ Departments must's responsibility to ensure that adequate safeguards are taken to include in place to prevent the improper or unauthorized use of facsimile signatures.

For information on separations of duties, Ssee SAM Sections 7280.8080,

For information on signature methods, see SAM Sections Separation of Duties and 8081, anthroughd 8083-and.