

**Instructions for Authorized Signatories Form
(Form DA-04-121)**

Purpose To update the Authorized Signatories Form in conformance with CAPP Topic 20310.

Applicable Agencies All agencies are required to complete and submit this form.

Due Date Must be **RECEIVED** at DOA by 5:00 p.m. on **Monday, June 6, 2011**. If the form is not received timely, agencies may be placed on pre-audit hold and will be unable to process FY 2012 transactions until the form is received.

Any subsequent changes to the information provided on this form will result in the agency preparing and submitting a new form **immediately** to DOA.

Procedures Download the form DA-04-121, "Authorized Signatories Form" and complete the shaded areas. Ensure that a primary and secondary CARS Security Officer and a Payroll Security Officer (PSO) has been designated on the form. Print and sign the form. Retain a copy for agency purposes.

The Authorized Signatory Form was modified, effective FY 2011, to include a section for agencies to identify whether they are a participating agency of DOA's Payroll Service Bureau.

Check the Yes box if the Agency, Department or Institution currently uses the DOA Payroll Service Bureau or plans to be a participant as of 7/1/11. If at any time during the Fiscal Year, an Agency, Department or Institution becomes a participant of the DOA Payroll Service Bureau, a new Authorized Signatory Form DA-04-121 must be completed indicating Bureau participation and submitted to the DOA Compliance Assurance Unit.

Any questions regarding the Payroll Security Officer or their duties should be addressed to Lora George at 804-225-2245 or Cathy McGill at 804-371-7800.

NOTE: If more than one page is required, ensure the the Agency Head and Fiscal Officer sign each page.

Submission Requirements Mail the **ORIGINAL SIGNED** copy to the DOA General Accounting Unit at the following address:

U.S. Postal Service Delivery

Department of Accounts
General Accounting Unit
PO Box 1971
Richmond, VA 23218-1971

DGS Interagency Mail or Other Courier

Department of Accounts
General Accounting Unit
James Monroe Building
101 N. 14th Street, 2nd Floor
Richmond, VA 23219-3686

Certified mail or overnight / special deliveries should **NOT** be utilized.

DOA Contact Fay G. Lion, Supervisor – General Accounting
Tel.: (804) 225-2384
Email: fay.lion@doa.virginia.gov