

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

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**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 9, 2014**. If the form is not received timely, agencies may be placed on pre-audit hold and will be unable to process FY 2015 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, a Payroll Security Officer (PSO), and **new** for this year for Wave 1 Agencies, a primary and secondary Cardinal Security Officer (CSO) has been designated on the form. All signatures must be originals. No designees or signature stamps may be used. Please plan ahead to ensure all original signatures are obtained in order to return the form by the deadline. Print and sign the form. Retain a copy for agency purposes.

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 7/1/14. 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 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. 14<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Richmond, VA 23219-3686

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

**DOA Contact** Joe Kapelewski, Assistant Director – General Accounting  
Tel.: (804) 225-4366  
Email: [joe.kapelewski@doa.virginia.gov](mailto:joe.kapelewski@doa.virginia.gov)