

**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, 2016 . If the form is not received timely, agencies may be unable to process FY 2017 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 (Rev. 5/16), “ <i>Authorized Signatories Form</i> ” and complete the shaded areas. Ensure that a primary and secondary Cardinal Security Officer (CSO) and a Payroll Security Officer (PSO) have been designated on the form. The Fiscal Officer, Head of Agency, Department or Institution, two CSOs and a PSO MUST sign the form.* <i>The same individual can be designated as both a CSO and the PSO.</i> 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 the original for agency purposes and scan a copy to ComplianceAssurance@doa.virginia.gov . <i>*Please note: Only these designated employees should sign the form.</i> 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 7/1/16. 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.
Submission Requirements	Scan the ORIGINAL SIGNED copy to the DOA Compliance Assurance Unit at ComplianceAssurance@doa.virginia.gov . Only clear, legible scanned copies will be accepted.** <i>**If your agency does not have scanning ability, please mail a copy of the ORIGINAL SIGNED Authorized Signatories Form to: Compliance Assurance – DOA PO Box 1971 Richmond, VA 23218-1971</i>
DOA Contact	Amanda Morris Assistant Director – Finance and Administration Tel.: (804) 225-2542 Email: ComplianceAssurance@doa.virginia.gov
