

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

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| <b>Purpose</b>  | To update the Authorized Signatories Form in conformance with CAPP Topic 20310.   |                                     |  |   |  |
| <b>Applicable Agencies</b>  | All agencies are required to complete and submit this form.   |                                     |  |   |  |
| <b>Due Date</b>   | Must be <b>RECEIVED</b> at DOA by 5:00 p.m. on <b>Monday, June 8, 2015</b> . If the form is not received timely, agencies may be placed on pre-audit hold and will be unable to process FY 2016 transactions until the form is received.<br><br><b>Any</b> subsequent changes to the information provided on this form will result in the agency preparing and submitting a new form <b>immediately</b> to DOA.   |                                     |  |   |  |
| <b>Procedures</b>   | Download the form DA-04-121, “Authorized Signatories Form – Wave 1 Agencies” and complete the shaded areas. Ensure that a primary and secondary Cardinal and CARS Security Officer and a Payroll Security Officer (PSO) have 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.<br><br>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 7/1/15. 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 – Wave 1 Agencies Form DA-04-121 must be completed indicating Bureau participation and submitted to the DOA Compliance Assurance Unit.<br><br>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.<br><br><b>NOTE:</b> In addition the Fiscal Officer must sign the card as one of the following: Primary Cardinal Security Officer; Secondary Cardinal Security Officer; or as a user with expenditure/payroll authorization. |                                     |  |   |  |
| <b>Submission Requirements</b>  | Mail the <b>ORIGINAL SIGNED</b> copy to the DOA Compliance Assurance Unit at the following address: <table border="0" style="margin-left: 40px;"><tr><td style="text-align: center;"><u>U.S. Postal Service Delivery</u></td><td style="text-align: center;"><u>DGS Interagency Mail or Other Courier</u></td></tr><tr><td style="text-align: center;">Department of Accounts<br/>General Accounting Unit<br/>PO Box 1971<br/>Richmond, VA 23218-1971</td><td style="text-align: center;">Department of Accounts<br/>General Accounting Unit<br/>James Monroe Building<br/>101 N. 14<sup>th</sup> Street, 2<sup>nd</sup> Floor<br/>Richmond, VA 23219-3686</td></tr></table><br>Certified mail or overnight / special deliveries should <b>NOT</b> be utilized.   | <u>U.S. Postal Service Delivery</u> | <u>DGS Interagency Mail or Other Courier</u> | Department of Accounts<br>General Accounting Unit<br>PO Box 1971<br>Richmond, VA 23218-1971 | Department of Accounts<br>General Accounting Unit<br>James Monroe Building<br>101 N. 14 <sup>th</sup> Street, 2 <sup>nd</sup> Floor<br>Richmond, VA 23219-3686 |
| <u>U.S. Postal Service Delivery</u>   | <u>DGS Interagency Mail or Other Courier</u>  |                                     |  |   |  |
| Department of Accounts<br>General Accounting Unit<br>PO Box 1971<br>Richmond, VA 23218-1971 | Department of Accounts<br>General Accounting Unit<br>James Monroe Building<br>101 N. 14 <sup>th</sup> Street, 2 <sup>nd</sup> Floor<br>Richmond, VA 23219-3686  |                                     |  |   |  |
| <b>DOA Contact</b>  | Amanda Morris, Assistant Director – Finance and Administration<br>Tel.: (804) 225-2542<br>Email: <a href="mailto:amanda.morris@doa.virginia.gov">amanda.morris@doa.virginia.gov</a>   |                                     |  |   |  |

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