

**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 5, 2017</b> . If the form is not received timely, agencies may be unable to process FY 2018 transactions until the form is received.  <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 (Rev. 04/17), “ <i>Authorized Signatories Form</i> ” and complete the shaded areas. Ensure that a primary and secondary Cardinal Security Officer (CSO) have been designated on the form. Additionally, a primary and secondary Payroll Security Officer (PSO) should also be designated. The Fiscal Officer, Head of Agency, Department or Institution, two CSOs and two PSOs <b>MUST</b> sign the form.* <i>The same individual can be designated as both a CSO and 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 <a href="mailto:ComplianceAssurance@doa.virginia.gov">ComplianceAssurance@doa.virginia.gov</a> .  <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 7/1/17. 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 Cathy McGill at 804-371-7800.
<b>Submission Requirements</b>	<b>Scan</b> the <b>SIGNED ORIGINAL</b> copy to the DOA Compliance Assurance Unit at <a href="mailto:ComplianceAssurance@doa.virginia.gov">ComplianceAssurance@doa.virginia.gov</a> . Only <b>clear, legible</b> 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>
<b>DOA Contact</b>	Amanda Morris Assistant Director – Finance and Administration Tel.: (804) 225-2542 Fax: (804) 518-4954 Email: <a href="mailto:ComplianceAssurance@doa.virginia.gov">ComplianceAssurance@doa.virginia.gov</a>

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