STATE AUDITOR'S OFFICE
AUTHORIZED SIGNATURE FORM

Please Print:
Agency Name: _____ Agency No.: _____
Department Name: _____
Department Contact Person: _____ Telephone No.: _____

The following individual, _____, is hereby authorized to sign the transaction(s) specified on this form on behalf of the _____ :
(Agency, division or department)

- ☐ Agency Director
- ☐ Agency Director Designee/Department Head
- ☐ Agency Approval

For the following WOLFS documents:

- ☐ 101 Receipt and Transmittal
- ☐ 102 Payment Voucher Vendor Signature
- ☐ 103 Payment Voucher Invoice Attached
- ☐ 104 Travel Expense Voucher
- ☐ 105 Revenue Refund Voucher
- ☐ 106 Warrant Cancellation/Replacement Request
- ☐ 110 Security Maintenance
- ☐ 111 System Maintenance
- ☐ 114 Interface Recertification
- ☐ 115 Batch Control Document
- ☐ A&I-25, Travel Request form (agency director or designee, section 62.02 Travel Policies and Procedures)

Notes regarding dollar, appropriation, organizational, or other limits:

Signature by the Agency Director below shall certify that the above notice of delegated signature authorization is in accordance with the powers granted to such department by general or special law. Signatures authorizing a department=s legal obligations, contracts, payments, payrolls and other fiscal transactions shall be interpreted as certification that the document upon which the signature appears, and any attachments, are accurate and complete and comply with all applicable general and special laws and regulations. Such delegation shall not relieve the agency director or department head from any obligations or responsibilities under general and special laws and regulations.

_____ _____
Employee Signature Date

_____ _____
Agency Director Designee/Department Head (please print) Date

_____ _____
Agency Director Designee/Department Head Signature Date

_____ _____
Agency Director (please print) Date

_____ _____
Agency Director Signature Date

This form is to be maintained by the agency as part of its' internal control and procedures. The form does NOT need to be sent to the State Auditor's Office.