

SAM—DISBURSEMENTS

DESIGNATION

8477.21

(Revised and Renumbered from 8429.31 12/89)

Employees will be advised that a designation made pursuant to this law will remain in effect throughout their employment with the State unless the designation is superseded by the filing of a new designation (SAM Section 8477.22) or the designation is revoked (SAM Section 8477.23) and that the designation automatically will terminate on the date of the employee's separation from state employment.

Designations will be obtained on Designation of Person Authorized to Receive Warrants, STD. 243. Instructions for completion are on the form. The agency immediately will review the completed STD. 243 for correctness and write the date reviewed by the agency and the name of the reviewing agency employee on both copies. The agency will retain the original copy of STD. 243 and return the duplicate copy to the employee.