

SAM—CASH

AUTHORIZED SIGNATURE FILE

8001.2

(Revised 06/13)

Departments will prepare an intraoffice memo that lists the names of each person authorized to sign agency checks. A specimen of both a manual and facsimile signature (if used to sign checks), will be shown. It is the department's responsibility to ensure that adequate safeguards are taken to preclude improper or unauthorized use of facsimile signatures. See SAM Sections 8080, Separation of Duties and 8081, Check Signing Machines. Each memo will contain the following statement:

"Checks drawn for an amount in excess of \$15,000 will require two authorized signatures unless the check is payable to (1) the State Treasurer, (2) another state department or account, or (3) if the Department of Finance, Fiscal Systems and Consulting Unit, has authorized, in writing, special instructions permitting a department to deviate from this requirement."

The memo will be placed in an Agency Check—Authorized Signatures file. This file will be kept by the department on a current basis. The State Treasurer's Office does not require a copy of this memo. Each department will be solely responsible for the maintenance and control of authorized signature files.