STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES

DOCUMENT APPROVAL AUTHORIZATION

GS-111 (REV. 4/95)

TO: Department of General Services
Accounting and Financial Services
Cashiers
1325 J Street, Room 1607
Sacramento, CA 95814 (or IMS C-18)

DIVISION / OFFICE	SUB-UNIT	DATE
NAME AND POSITION *(Authorized Employee)*	SIGNATURE *(Authorized Employee)*	

CHECK HERE FOR

☐ **NEW** ☐ **CHANCE** ☐ **CANCEL** ☐ **RENEW**

The Division/Office is responsible for filing amended forms when there are any changes in the following authorization. Complete separate form for each individual authorized to approve documents as indicated below. Division/Office Chief approval required.

DOCUMENTS AUTHORIZED TO APPROVE	YES (X)	NO (X)	LIMITATIONS / RESTRICTIONS / COMMENTS
1. Standard Agreement (STD. 2)			
2. Interagency Agreement (STD. 13)			
3. Intra-Office Requisition (STD. 5)			
4. Sub-Purchase Order (STD. 40A)			
5. Contract / Delegation Purchase Order (STD. 65)			
6. Purchase Estimate (STD. 66)			
7. Printing Requisition (STD. 67)			
8. Invoice Approval			
9. Stock Received Report *(Do not check "Yes" if 3., 4., 5., 6., or 7. was checked "Yes")*			
10. Travel Expense Claim			
11. Request for Travel Advance			
12. Revolving Fund Check Pick-up *(Do not check "Yes" if 10. or 11. was checked "Yes")*			
13. Payroll Warrant Pick-up			
(FOR PERSONNEL OFFICE ONLY) 14. Request for Revolving Fund Check in Lieu of Salary Warrant			
15. Cash Purchase Fund / Change Fund			
16. Billing Transmittal (GS-100)			
17. Service Order (GS-1092)			

APPROVED BY *(Division / Office Chief Signature)*	DATE
APPROVING OFFICER'S NAME *(Typed or Printed)*	

DOCUMENT APPROVAL AUTHORIZATION

GS-111 (REV. 4/95) (REVERSE)

INSTRUCTIONS

GENERAL: A separate Authorization (GS-111) will be completed for each individual that is authorized to sign documents. This is an internal control document. An individual who is authorized to request equipment or supplies should not be able to sign for stock received; the same applies to requests for checks and check pick-up.

DIVISION / OFFICE: Enter organization name *(i.e., Office of Administrative Services, California Job Creation Program Board, etc.).*

SUB-UNIT: Enter the name of the unit to which the person for whom the authorization is being completed is assigned.

DATE: Enter the effective date of the authorization.

NAME: Enter the name of the individual being authorized to sign.

SIGNATURE: To be signed by the employees being authorized to sign.

NEW: Addition of a new authorized employee.

CHANGE: Amend current employee's authorization.

CANCEL: Delete employee's authorization.

RENEW: Continue current employee's authorization (used for annual review of employee's authorization)

DOCUMENTS AUTHORIZED TO APPROVE: Place an "X" in the boxes indicating either yes or no. **All lines must be checked either yes or no.**

Where "yes" is checked on any document, limitations may be designated *(i.e., monetary limitations., etc.).*

APPROVED *(Division / Office Chief)*: This authorization must be signed by the Division / Office Chief. Other signatures are not acceptable.