



OFFICE OF THE COMPTROLLER
DEPARTMENT OF BANKING AND FINANCE
STATE OF FLORIDA
TALLAHASSEE
32399-0350

ROBERT F. MILLIGAN
COMPTROLLER OF FLORIDA

July 20, 2001

IN REPLY REFER TO:
DBFBP 01-20

TO: Agencies Addressed

FROM: Diana Flagg, Chief
Bureau of State Payrolls

SUBJECT: Authorized Signatures for Payroll

The Bureau of State Payrolls is attempting to ensure that all authorized signature cards in our files are current. We have recently discovered numerous cards that are not current and would appreciate your assistance in updating the signatures.

We have attached a new Authorized Signature Form for your use. Please complete the form(s) for all of the personnel at your agency who are authorized to sign payroll documents and return it to the following address no later than August 31, 2001:

Bureau of State Payrolls
Room 364, Fletcher Building
101 E. Gaines Street
Tallahassee, Florida 32399-0350
Attention: Cindy Langley

As you are probably aware, the Bureau is responsible for the integrity of the Comptroller's Payroll System. In addition, the signature of any person on an agency document, which requires authentication for payroll certification, must have prior authorization by the Agency Head, Secretary, or Executive Director.

Should you have any questions concerning this memo, please contact Cindy Langley at 850-410-9423, SUNCOM 210-9423, or email clangley@mail.dbf.state.fl.us.

DF/CL:kw

Attachment: Authorized Signature Form

**ROBERT F. MILLIGAN
COMPTROLLER OF FLORIDA**



AUTHORIZED SIGNATURE FORM

You are hereby authorized to accept the signature of the person(s) shown below on all Payrolls submitted for:

(Name of Agency, including the district(s) and/or facility (ies))

Agency Authorization:

(Name Typed or Printed)

(Signature)

Authorized Personnel:

(Name Typed or Printed)

(Signature)

(Name Typed or Printed)

(Signature)

(Name Typed or Printed)

(Signature)

(Name Typed or Printed)

(Signature)

(Name Typed or Printed)

(Signature)

(Name Typed or Printed)

(Signature)

(Date)