

Department of Administrative Services - State Accounting Enterprise

AUTHORIZED SIGNATOR FORM

Department _____

Dept Number _____

Page ____ of ____

Effective Date _____

The following employees are hereby authorized to approve on my behalf, all documents, payrolls, payroll documents and accounting transaction documents pertaining to those funds which are listed below by account number. Procedure 204.100

EXTERNAL DOCUMENTS

GAX / TP / PRC / MD / OUTD/EXP

INTERNAL DOCUMENTS

IET / PRCI / JV1 / CDE / CDR / CR

PAYROLL SECURITY CONTACTS

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

FUND	DEPT	UNIT

FUND	DEPT	UNIT

FUND	DEPT	UNIT

Iowa Advantage/Workday
Security Contact - Primary: _____
Name

Iowa Advantage/Workday
Security Contact - Back-Up: _____
Name

The Department Head is the only employee authorized to sign an appropriation transfer

Approved by Department Head _____
Name

Type or Print Name of Department Head

Email this form to:

DAS-SAE DAILY PROCESSING at

DASSAEDailyProcessingTeam@iowa.gov