



TO: All Financial Managers AC201604  
FROM: Trina Brietske, Daily Processing Program Manager  
DATE: May 16, 2016  
SUBJECT: **Signator Forms**

**PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL**

As part of the new fiscal year opening, the Department of Administrative Services – State Accounting Enterprise (DAS-SAE) is requiring all departments to submit both an “Authorized Signator Form” and a “Pre-Auditor’s Authorized Signator Form”. This is to ensure expenditures are authorized by the appropriate authorized personnel for auditing purposes and to verify the controls established for I/3 electronic approvals.

These forms, procedures and process are new for FY17. Changes to Procedures 204.100 and 204.101 of the DAS-SAE Accounting Policy and Procedure Manual will become effective on July 1, 2016 and have been updated with the new forms and a detailed explanation of how each form is to be completed. The policies will be temporarily located in Section 001 Updated Documents at this location: <https://das.iowa.gov/sae-policies-procedures - 001 Updated Documents>. They will be permanently moved to the State Accounting Policy and Procedure Manual on their effective date of July 1, 2016.

Departments last updated these forms on July 1, 2014. Because of statewide changes in personnel, we request that you review your internal controls for document preparation, submission, pre-audit and authorized approvals before submitting your updated Authorized Signator Form and Pre-Auditor’s Authorized Signator Form. Each form must be submitted no later than 4:30 pm, June 30, 2016 with an **Effective Date of July 1, 2016** entered on the form.

This request is a result of Chapter 8A.513 of the Code of Iowa requirement that before a claim is processed by DAS, “the claim has been authorized by an officer or official body having legal authority to so authorize and that the fact of authorization has been certified to the director by such officer or official body.”

Use the forms provided on the DAS-SAE website to update your signator forms, as previous/outdated forms will not be accepted. You will find them located on the DAS-SAE website at the following links:

[Authorized Signator Form](#)

[Pre-Auditor's Signator Form](#)

**Submit these new forms electronically to: [DASSAEDailyProcessingTeam@iowa.gov](mailto:DASSAEDailyProcessingTeam@iowa.gov) no later than 4:30 pm, June 30, 2016.**

▶ The new forms, procedures and process will be discussed at the Financial Managers Group meeting held on Tuesday, May 17<sup>th</sup>. Please join us for Q&A’s.

If you have questions, please call me at (515) 281-4497 or email at [Trina.Brietske@iowa.gov](mailto:Trina.Brietske@iowa.gov).