



Governor Kim Reynolds
Lt. Governor Adam Gregg

Adam Steen, Director

TO: Financial Managers AC202304
FROM: Nick Miller, SAE Chief Operating Officer
DATE: May 24, 2023
SUBJECT: **Signator Forms Update - Due 6/28/2023**

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL

As part of the alignment and 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-Auditors 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.

Procedures 204.100 and 204.101 of the DAS-SAE Accounting Policy and Procedure Manual contains links to the forms and a detailed explanation of how each form is to be completed.

IMPORTANT: The “Payroll Security Contacts” is the column to identify the Security Contacts, and are the only individuals who may request this access for employees within their department.

Departments last updated these forms on July 1, 2022. Because of statewide changes in departmental structure and 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 28, 2023 with an Effective Date of July 1, 2023 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Use the forms provided on the DAS-SAE website to update your signator forms, as previous/outdated forms will not be accepted.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 the updated forms electronically to:

DASSAEDailyProcessingTeam@iowa.gov

➔ No later than 4:30 pm, June 28, 2023.

If you have questions, call me at (515) 281-4877 or email at Nick.Miller@iowa.gov.