



Oregon

Theodore R. Kulongoski, Governor

Plain Language Improvements:

- Rewrote in active voice
- Broke long sentences into short ones
- Formated for easy reading

August 29, 2008

PAYROLL DEPARTMENT

Sample Agency Info Here

Subject: Annual Authorized Signature Verification

ACTION DEADLINE: September 19, 2008

It is time to conduct the annual Oregon Statewide Payroll Services (OSPS) review of authorized signatures. We do this annual review to ensure good controls and to follow Oregon Accounting Manual (OAM) 10.00.00.PO and 10.40.00.PO.

Your agency has authorized the people on the list on Page 2 to approve requests for an off-cycle payroll check or salary advance check. Please review this list.

If you need to make a change to this list, please fill out a new Authorized OSPA Signatures form for each separate agency number and send the original to OSPS via shuttle. The form is at: <http://tinyurl.com/76v6a>. The back of this form has instructions for completion.

Please note that the Administrator Authorization may not be someone listed as authorized to sign for off-cycle payroll checks or salary advance checks.

If the attached list is current, complete the information in the box at the bottom of the list and return it to OSPS.

If you have any questions, please contact the OSPS Help desk at OSPS.Help@das.state.or.us or (503) 378-6777.

Sincerely,

Oregon Statewide Payroll Services

Enclosure

After

<u>Authorized Signatures on File</u>	<u>Off-Cycle Payroll</u>	<u>Salary Advances</u>
Rita Conrad	Yes	Yes
Jan Dean	Yes	Yes
Robin Harpster	Yes	Yes
Joan Kapowich	Yes	Yes
George Naughton	Yes	Yes
Dugan Petty	Yes	Yes
Tom Poitowsky	Yes	Yes
John Radford	Yes	Yes
Mark Reyer	Yes	Yes
Bret West	Yes	Yes
Margie Johnson	Yes	Yes
Gina Beaman	Yes	No
Julie Saunders	Yes	No
Connie VanEpps	Yes	No

Administrator Authorization: **Scott Harra**

This is the name of the administrator who authorized the names above. Please double-check this name.

- If this name appears in the authorized signature list above, you need to redo your list.
- If this person is not your current administrator, you need to redo your list.

No Changes Needed - sign and date below; return to OSPS

I certify that the authorized signers listed above are current as of my signature date below.

Print Name

Signature

Date