

<b>CASH MANAGEMENT AGENCY MANUAL</b>		NUMBER 02 18 10 PO
OFFICE OF THE STATE TREASURER	<b>POLICY</b>	EFFECTIVE December 1, 2006
CHAPTER	CASH MANAGEMENT	
PART	SIGNATURE AUTHORIZATION FORM	
SECTION		APPROVAL

Authority      ORS 293.875

#### PURPOSE OF THE POLICY

- .101 To describe the responsibilities of state agencies, boards, commissions, and other public entities in providing a signature authorization form for each active account with the State Treasurer's Office.
- .102 The State Treasurer recognizes the financial risks associated with allowing multiple signature authorization forms for one individual account at the Treasurer's Office. Therefore, multiple signature authorization forms for one account are not permitted.

#### AGENCY RESPONSIBILITIES

- .103 State agencies, boards, commissions, and other public entities will submit only one signature authorization form per active account at the Treasurer's Office. This form may be found in the Forms Section of the Cash Management Manual.
- .104 Agencies with branch, field, or district offices must submit only one signature authorization form for each account. If it is not possible for the agency to include all branches, field, or district offices that require check writing authority on one signature authorization form, the agency must set up a separate account or accounts, as it deems necessary, for each such office and provide the Treasurer's Office with one signature authorization form per account.
- .105 Agencies shall maintain up-to-date signature authorization forms by:
  - Immediately providing the Treasurer's Office with a new form whenever there are applicable personnel changes. **Non-compliance could result in revocation of check writing authority.**

- Providing the Treasurer's Office with a new signature authorization annually in January. The Treasurer's Office will communicate the request to the agencies each year, and the agencies will have 30 days in which to provide the newly updated form. **Non-compliance could result in revocation of check writing authority.**

.106 Agencies shall establish and maintain proper internal controls with respect to the number of authorized signers, periodic review of the signature authorization forms, and ensuring security of the check stock inventory.

.107 The Audits Division may review agency compliance with this policy during its normal audit engagement with state agencies.