SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

CONTRACT SIGNATURE AUTHORIZATION FORM

(SAMS PROCEDURE 15.20.95)

The **Contract Signature Authorization Form** is used to provide specimen signatures to the Comptroller for persons authorized to sign the Agency Head approval line on contracts, interagency agreements, purchase orders, grants and leases.

Contract Signature Authorization Forms must be emailed with the agency number included in the subject line and the name of the authorized individual in the body of the email to:

obligations@illinoiscomptroller.gov

The original signed document must be maintained by the Agency. Each form must be scanned as a separate document. Multiple forms can be sent in one email.

ALL FIELDS ARE REQUIRED

1) **AGENCY NAME** (Do Not Abbreviate): _____

2) **AGENCY CODE** (Three-digit Number): _____ _____ _____

3) **AGENCY CONTACT INFORMATION** (The individual to be contacted regarding this signature authorization form):

Name (Type/Print): _____

Phone Number: _____

Email Address: _____

4) **NAME OF AGENCY HEAD OR DESIGNEE** (Type/Print the name of either the Agency Head or designee authorized to sign or affix the signature of the Agency Head):

_____

5) **SPECIMEN SIGNATURE** (The designee must sign [not print]/affix the Agency Head's name followed by his/her name precisely as it will appear on the contract–initials are not acceptable):

_____

☐ Agency Head signature is a stamp.

6) **EFFECTIVE DATE OF AUTHORIZATION*:** _____

7) **APPROVAL** (Type/Print the title and agency name into the certification):

I certify that I am the elected/appointed _____ of the
(Title of Agency Head)

_____
(Name of Agency)

I hereby approve the signature delegation authorized above for the purposes of signing contracts and/or associated affidavits. **I hereby certify that the original signed document exists in my possession.**

8) _____ _____
Signature of Agency Head | Type/Print Name of Agency Head

***Enter the effective date authorization is granted. Do not enter the current date unless it is the effective date for this authorization.**