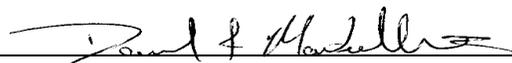


 <p style="text-align: center;">STATE OF NEW YORK DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION</p> <p style="text-align: center;">DIRECTIVE</p>	TITLE		NO. 2740
	Signature Forms - OSC		DATE 04/10/2014
SUPERSEDES DIR# 2740 Dtd. 12/28/2007	DISTRIBUTION A	PAGES PAGE 1 OF 1	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. DESCRIPTION:** This directive provides guidelines for submission of Signature Forms AC-852-S, AC-2822, and AC-1782-S required by the Office of the State Comptroller (OSC) under Section 110 of the State Finance Law. Refer to Section XI.2.K in the OSC Guide to Financial Operations (GFO).
- Signature Forms are used to advise the Office of the State Comptroller of the names of Departmental personnel authorized to sign documents covering payroll, contract encumbrances, expenditures, refunds, and other fiscal related documents.
- II. POLICY:** The Department's policy is to limit the signing of encumbrance documents to SG-18 level or higher in order to allow fiscal officers to review initial obligations of funds and purchases of questionable items before orders are released.
- Note: At some facilities, due to limited staffing, the authorization to sign encumbrance documents will be assigned to the highest finance position at the facility. The responsibility for voucher certification may be delegated to a SG-18 level or lower.
- III. PROCEDURE:** Deputy Superintendents for Administration and Central Office Directors of Budget and Finance and Support Operations shall initiate new Signature Forms each time there is a change in personnel.
- Required signature forms to be completed include the following:
1. Form AC-852-S - Business Unit Voucher Authorizer Designation. (Refer to Section XII.4.B, C in the OSC GFO.)
 2. Form AC-2822 - Bureau of State Payroll Services Payroll Transaction Authorization Form.
 3. Form AC-1782-S - Bureau of Contracts Authorized Signature Form. (Refer to Section XI.2.K in the OSC GFO.)
- IV. ADDING/DELETING AUTHORIZED SIGNATURES:** To add a new signatory, an agency must submit Form AC-852-S to the Bureau of State Expenditures, Form AC-2822 to the Payroll Audit Unit, or Form AC-1782-S to the Bureau of Contracts. An agency can remove an authorized signatory by sending a letter to the appropriate bureau, identifying the signatory name to be removed from the list. (Refer to Section XII.4.C in the OSC GFO.)
- Signature Forms must contain original signatures on each copy. The Signature Forms are generally self-explanatory. However, please note that the Department Head space shall be signed by the Superintendent at the facility or the Director of Budget and Finance for Central Office.