



**Oregon**  
Theodore R. Kulongoski, Governor

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State Controller's Division  
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August 29, 2008

PAYROLL DEPARTMENT

«Agency\_Combined\_Name»  
«Address»  
«City» «State» «Zip»

«Number»

SUBJECT: ANNUAL AUTHORIZED SIGNATURE VERIFICATION  
**ACTION DEADLINE: WEDNESDAY, 9/3/2008**

Oregon Statewide Payroll Services (OSPS) is conducting an annual review of authorized signatures for manual checks and pay advances. Listed below are the signatures we have on file for check request approval and whether or not the person is authorized to sign for pay advances and/or other manual checks.

The mandated review of your signature authorities is necessary to ensure good controls and compliance with Oregon Accounting Manual (OAM) chapters 10.00.00.PO and 10.40.00.PO.

If there are **changes, additions or deletions** necessary, we are required by Oregon Accounting Manual (OAM) procedure 45.25.00PR to collect a **new ORIGINAL completed Form 75.45.01.FO, Authorized OSPA Signatures for each separate agency number.** This form may be found in PDF format online with the OAM here: <http://tinyurl.com/76v6a>.

If there are **no changes**, please initial and date this letter, mark it with "no changes", and **return to OSPS** via fax at (503) 378-3518 or via shuttle.

<u>Authorized Signer</u>	<u>Manual Checks</u>	<u>Pay Advances</u>
«Signer1»	«ManualChecks1»	«PayAdvances1»
«Signer2»	«ManualChecks2»	«PayAdvances2»
«Signer3»	«ManualChecks3»	«PayAdvances3»
«Signer4»	«ManualChecks4»	«PayAdvances4»
«Signer5»	«ManualChecks5»	«PayAdvances5»
«Signer6»	«ManualChecks6»	«PayAdvances6»
«Signer7»	«ManualChecks7»	«PayAdvances7»
«Signer8»	«ManualChecks8»	«PayAdvances8»
«Signer9»	«ManualChecks9»	«PayAdvances9»
«Signer10»	«ManualChecks10»	«PayAdvances10»
«Signer11»	«ManualChecks11»	«PayAdvances11»
«Signer12»	«ManualChecks12»	«PayAdvances12»
«Signer13»	«ManualChecks13»	«PayAdvances13»
«Signer14»	«ManualChecks14»	«PayAdvances14»
«Signer15»	«ManualChecks15»	«PayAdvances15»
«Signer16»	«ManualChecks16»	«PayAdvances16»
«Signer17»	«ManualChecks17»	«PayAdvances17»
«Signer18»	«ManualChecks18»	«PayAdvances18»
«Signer19»	«ManualChecks19»	«PayAdvances19»
«Signer20»	«ManualChecks20»	«PayAdvances20»

Thank you for your assistance with this process. If you have any questions, please call the OSPS Help desk via e-mail at [OSPS.Help@das.state.or.us](mailto:OSPS.Help@das.state.or.us) or by phone at (503) 378-3518 **Before**

Oregon Statewide Payroll Services Staff