

**COUNTY OF SAN JOAQUIN
AUDITOR-CONTROLLER
AUTHORIZED SIGNATURES FOR
ACCOUNTS PAYABLE, JOURNAL ENTRIES, AND SERVICE AND STORE FUND TRANSFERS**

DEPARTMENT / DISTRICT / AGENCY NAME: _____

FUND / DEPARTMENT NUMBERS:

<u>Fund No.</u>	<u>Fund No.</u>	<u>Department No.</u>	<u>Department No.</u>	<u>Department No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

AUTHORIZED SIGNERS FOR THE ABOVE LISTED FUNDS AND/OR DEPARTMENTS ONLY:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

DEPARTMENT / DISTRICT/ AGENCY HEAD APPROVAL: _____ **Effective Date** _____

INSTRUCTIONS:

1. Type Department, District or Agency with Authority over listed funds.
2. Type each fund or department number assigned to Department, District or Agency.
3. Type Name of persons with authority over listed funds and/or departments. Separate form must be submitted for signers with limited authorization. Limitation must be noted.
4. To the right of their typed name, each authorized person should sign all signatures they may use in approving transactions of listed funds and/or departments. Initials are not acceptable for last name.
5. Enter the effective date. These signatures are valid until December 31 of the year submitted, unless updated prior to that time. Signatures authorized shall be resubmitted annually to be effective each January 1.
6. This form must be approved by the department, district or agency head.
7. Additional forms may be used if necessary to accommodate all funds and/or departments under your authority.
8. Additional forms are available on the County's web site [[http://sjchome/County Information/County Departments/Auditor-Controller: Auditor Forms: Signature Form \(PDF\)](http://sjchome/County Information/County Departments/Auditor-Controller: Auditor Forms: Signature Form (PDF))].