



STATE OF ALABAMA
DEPARTMENT OF FINANCE
OFFICE OF THE STATE COMPTROLLER

RSA UNION

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ROBERT L. CHILDREE
State Comptroller

DON SIEGELMAN
Governor
HENRY C. MABRY, III
Director of Finance

October 24, 2002

MEMORANDUM

TO: Chief Fiscal Officers

FROM: Robert L. Childree
State Comptroller

SUBJECT: Signature Requirements

The policy regarding the use of notarized, original, or stamped signatures on certain documents is listed below:

1. All In State and Out of State travel forms must be notarized. An original signature on the face of a travel voucher is necessary when miscellaneous items are purchased, such as office supplies, gasoline, etc.
2. All telephone authorizations must have an original signature on the line indicated for authorized department signature. The face of the voucher may have a facsimile (stamped) signature.
3. Stamped signatures (facsimile signature of authorized departmental approval) can be used on payment vouchers for purchase orders, contracts, refunds, utility bills, postage, post office box rent, membership dues, freight (UPS, common carrier, Federal Express, etc.), books and subscriptions (\$500 or less), and rentals (real estate or meeting rooms). All other vouchers for purchases under \$500.00 will need an original signature on the face of the voucher.

A letter containing the names and sample signatures of those who are authorized to sign for an agency must be on file in the Comptroller's office. If you have any questions, please contact Tucker Wilson at (334) 242-7057 or twilson@comptroller.state.al.us.

RLC/kdb