

# State of Alabama



Department of Finance  
Office of the Comptroller  
Montgomery, Alabama 36130-2602

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TO: Track 3 Agency Accounting Contacts

DATE: September 30, 2016

SUBJECT: IMPORTANT Track 3 Notice – Signature Authority & STAARS Processing

STAARS Security and Workflow requires transaction approval authority be set up by each department's Agency Liaison Manager (ALM) or their designee. The agency designated individual(s) have delegated authority from the department head to make approval decisions and take these actions. ALM's or designees typically provide STAARS a spreadsheet document that details specific work flow approval for all types of STAARS electronic transactions. This concept replaces paper document signature authority previously used for all Central Accounting System financial transactions and processes.

In STAARS the individual identified as the transaction **final approver must** be an authorized individual **in their own name**. Those are the individual(s) that should be listed on the agency signature authorization letter. These individuals **are not required** to sign the agency signature authorization letter.

Call or contact Lindsay Bryant or Jamie Jackson if you have any questions.

Sincerely,

Tom White

**See example memorandum or letter below.**

**Thomas L. White, Jr.**  
**State Comptroller**  
**Department of Finance**  
**Suite 220, RSA Union Building**  
**Montgomery, AL**

**Re: STAARS Transaction Approval Authority**

**This memorandum confirms (insert agency name) authorized signatures. STAARS Security and Workflow spreadsheets document final transaction approval in STAARS. The following**

**individual(s) are authorized to provide final approval on all (insert agency name) STAARS transactions and documents:**

**Named Individual(s) and Title**

**Sincerely,**

**Agency Head**