



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting and Auditing – Bureau of Auditing

Signature Card for Vouchers

You are hereby authorized to accept the signature of the person shown below on all (check all that apply):

Expense Vouchers

Journal Vouchers

Payrolls

submitted for:

Department or Agency

Agency Head Authorization/Date
(Must be signed by Agency Head or Designee)

Employee Name (Typed or Printed) Employee Signature /Date

Instructions:

Please check any and all types of vouchers the individual is authorized to sign. Please supply the name of the agency including the district(s) and/or facility(ies), for which the individual is authorized to sign. The card must be signed by the Agency Head or his/her designee before it is considered an authorized signature. Please submit only one card per authorized signer to:

Department of Financial Services
Bureau of Auditing
Audit.info@myfloridacfo.com

If changes in authorizations need to be made, please advise our office to void the appropriate cards.

Additional cards may be obtained from the address above.

PLEASE KEEP COPIES FOR YOUR FILES.