



COMMONWEALTH of VIRGINIA

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COMPTROLLER

Office of the Comptroller

P. O. BOX 1971
RICHMOND, VIRGINIA 23218-1971

December 22, 2015

TO: Cardinal Wave 2 Fiscal Officers of State Agencies and Higher Education Institutions

FROM: Lewis R. McCabe
Deputy State Comptroller

SUBJECT: Cardinal Implementation – Authorized Signatory Card

With the Cardinal Wave 2 implementation, Wave 2 Agencies will be required to complete a new Authorized Signatory Card. The Authorized Signatory Card has been modified to include a Cardinal Acknowledgement and a Cardinal Security Officer Designation section in addition to the previously required listing of individuals authorized to approve CARS Expenditures and Payroll and the designation of CARS and Payroll Security Officers.

By signing the Card, the Agency Head is now also agreeing to the Cardinal Acknowledgement statement and is granting the individuals listed in the Cardinal Security Officer Designation section the authority to grant security to processors and approvers in Cardinal.

The Card will need to be completed on page 1 and 2 and, if needed, page 3. Please complete the shaded areas. Check the Yes box if the Agency, Department or Institution currently uses the DOA Payroll Service Bureau or plans to be a participant as of 2/1/16. Ensure that a primary and secondary Cardinal Security Officer is designated on page 1 and that a primary and secondary CARS Security Officer (CSO) and Payroll Security Officer (PSO) are designated on page 2. All signatures must be originals. No designees or signature stamps may be used. Please ensure all original signatures are obtained and the form returned by 01/14/16. Print and sign the form and retain a copy for agency purposes.

Mail the **ORIGINAL SIGNED** copy to the DOA Finance and Administration Unit at the following address:

U.S. Postal Service Delivery

Department of Accounts
Amanda Morris
Finance and Administration Unit
PO Box 1971
Richmond, VA 23218-1971

DGS Interagency Mail or Other
Courier

Department of Accounts
Amanda Morris
Finance and Administration Unit
James Monroe Building
101 N. 14th Street, 2nd Floor
Richmond, VA 23219-3686

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If at any time during the Fiscal Year, an Agency, Department or Institution becomes a participant in the DOA Payroll Service Bureau, has changes to the individuals in the Cardinal Security Officer designation, or has changes to the individuals listed on page 2 or 3, a new Authorized Signatory Form DA-04-121 must be completed and submitted to the DOA Finance and Administration Unit. If you have questions, please contact Amanda Morris, Assistant Director of Finance and Administration, (804) 225-2542 or amanda.morris@doa.virginia.gov