INFORMATIONAL CIRCULAR NO. 00-A-022

DATE:	May 19, 2000		
SUBJECT:	New Signature Verification Form (previously called "Card" rather than Form)		
EFFECTIVE DATE:	May 19, 2000		
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APPROVAL:	Approved by Dale Brunton		
SUMMARY:	Revised Signature Verification Form, DA-115, is available at our Internet site.		

The Signature Verification Form, DA-115, has been revised. The form is available, either for printing or download in EXCEL format, at our Internet site (http://www.da.ks.gov/ar/forms/). It is not necessary to complete a new form except as noted below.

On the DA-115, the agency head designates the individuals who are authorized to sign documents on behalf of the agency. This form must be completed any time the agency head changes or if a change in the individuals authorized to sign documents occurs. When a change takes place, all individuals authorized to sign must be listed on the DA-115 along with their signature, regardless of whether they were listed on a previous DA-115. In addition, the names of the individuals having their signature authority revoked should be printed on the bottom half of the DA-115. The agency head then signs the completed form at the bottom. The agency sends the completed form to the Central Accounting Services Section of the Division of Accounts and Reports.