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COMPTROLLER'S MEMORANDUM
#03-01

TO: Agency Heads/Fiscal Officers

FROM: Greg Brooks
 Deputy Comptroller- Policy, Audit, Contracts & Accountancy

RE: Revision to Comptroller's Directive 11, *Cash Accountability and Control*

DATE: March 10, 2003

The requirements of Directive 11, *Cash Accountability and Control*, Section 4.2. d., regarding the use of signature plates for signing checks states that "The plates should be used only in the presence of the signatory".

The Department of Investigation has brought to our attention that it is impractical for signature plates to be used only in the presence of the signatory. This Comptroller's Memorandum modifies the requirement for control over the use of signature plates to permit their use in the presence of an authorized designee of the signatory.

Effective immediately, the second sentence of Section 4.2 d. of Comptroller's Directive 11 is amended to read "The plates should be used only in the presence of the signatory or his or her authorized designee".