PURPOSE: To provide uniform instructions and forms for departments, special districts and agencies to use to request approval of the Auditor-Controller (A-C) to use signature stamps and to notify the A-C of the signature stamps authorized for use for designated documents.

SCOPE: Applies to all departments, special districts and agencies submitting the documents listed on the form Authorized Signature List (Form SPM XII-1).

POLICY: Signature stamps are generally prohibited for approval signatures on the documents listed on the Authorized Signature List (Form SPM XII-1). (Exceptions to this policy must be pre-approved by the A-C.)

PROCEDURES: (For exception to the foregoing policy)

A. Department, Special District and Agency Process:
   1. Complete one copy of the attached form Request to Use Signature Stamp (Form SPM XII-2a).
   2. Make one photocopy of the original form.
   3. Submit the original form to the Chief of General Accounting Division of the A-C.
   4. Maintain one photocopy on file in the department, special district or agency.

B. Auditor-Controller Process:
   1. Approve/disapprove the request to use signature stamps.
   2. Provide a photocopy of the request indicating the action taken to the submitting department, special district or agency.
   3. Maintain the master file of original Requests to Use Signature Stamp forms (Form SPM XII-2a).

C. Department, Special District and Agency Process:
   1. Upon receipt of an approved request to use signature stamp, complete one copy of the attached form Signature Stamp Sample (Form SPM XII-2b).
   2. Make six photocopies of the original form.
   3. Submit the original form and five photocopies to the Chief of General Accounting Division of the A-C for distribution.
   4. Maintain one photocopy on file in the department, special district or agency.

D. Auditor-Controller Process:
   1. Maintain the master file of original Signature Stamp Sample forms (Form SPM XII-2b).
   2. Verify that the information on the form compares to the Authorized Signature List.
   3. Distribute photocopies of the form as follows:
      - A-C/Accounts Payable
      - A-C/Accounting Records
      - A-C/Budgets and Analysis
      - A-C/Payroll
      - Purchasing
   4. As the ten types of documents listed on the Signature Stamp Sample form are received, validate the stamp and initials against the signature stamp samples.
COUNTY OF RIVERSIDE
AUDITOR-CONTROLLER'S OFFICE

REQUEST TO USE SIGNATURE STAMP

TO:  Chief of General Accounting Division
     Auditor-Controller's Office

FROM: ________________________________
      Department/Special District/Agency Name

DATE: ______________

JUSTIFICATION:

DESCRIPTION OF INTERNAL CONTROLS OVER SIGNATURE STAMP:

Department/Special District/Agency Head Signature

Approved/Disapproved ________________________________
      Chief Accountant
      General Accounting Division

Date

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SIGNATURE STAMP SAMPLE

TO: Chief of General Accounting Division
Auditor-Controller’s Office

FROM: ____________________________
Department/Special District/Agency Name

DATE: ____________

The signature stamps displayed below are authorized to be used in lieu of original signatures on the designated documents from the following list:

1. Requisitions
2. Receiver Copies of Purchase Orders
3. LVPO/Confirmation Purchase Orders
4. Approval Contract on File Stamp
5. Document Authorizing Education/Travel Expenses
6. Payment Vouchers
7. Journal Vouchers
8. Payroll Attendance Reports
9. Year End Closing Documents
10. Fixed Asset Certification Listing

SAMPLE OF SIGNATURE STAMP

INITIALS

(Show All Document Number Approvals)

Effective Date ____________________________

Department/Special District/Agency Head Signature _______________________________________

If more space is needed, complete additional forms.

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