



Illinois Department of Corrections

Administrative Directive

Number: 01.02.110	Title: Signature Authority Delegation	Effective: 3/01/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	01.02.110 effective 11/1/2007

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1A-15, 5-ACI-1B-01,03,07,09-10,12,21,23; 5-ACI-1C-19, 5-ACI-1D-09,22; 5-ACI-1E-05, 5-ACI-1F-17, 5-ACI-2B-02, 5-ACI-3C-08, 5-ACI-6A-28, 5-ACI-6B-01, 5-ACI-6D-05.
Referenced Policies:	Referenced Forms: DOC 0329

I. POLICY

The authorization or revocation of signature authority shall be documented in accordance with this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibilities of staff for documenting signature authority.

B. Applicability

This directive is applicable to all facilities, offices, program and parole services with the Department.

C. Facility Reviews

An internal audit of this directive shall be conducted at least annually.

D. Designees

Chief Administrator - the Chief Administrative Officer of a correctional center or program site, or for all other offices, the Director, Assistant Director, or the respective Deputy Director or Chief.

E. General Provisions

1. The Grantor shall complete a Signature Authority, DOC 0329, to grant signature authority to a grantee for any documents except checks or negotiable instruments. Each document for which signature authority is granted shall be specified, for example, approval for procurement, expenditure, payroll and personnel transactions, and other reports, letters, or documents. Signatures granting approval for travel reimbursement may be delegated; however, the traveler's signature must be that of the traveler.
2. Authority to sign checks and negotiable instruments may be delegated; however, a signature card with the name and personal signature of each employee shall be on file with the appropriate financial institution in lieu of a DOC 0329.
3. The Grantor shall prepare the DOC 0329, ensure the Grantee completes the DOC 0329, as appropriate, and distribute the DOC 0329 as follows:

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- a. Original copy to grantor.
 - b. One copy to grantee.
 - c. One copy to the grantor's facility for placement in the file designated by the Chief Administrator for all authorizations or revocations of signature authority for that facility.
4. When an authorized signature is to be revoked, the Grantor shall indicate the revocation on the original DOC 0329 and distribute the copies as instructed in Paragraph II.E.3.
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