

**CONTRACT SIGNATURE  
PRIMARY DELEGATION REQUEST FORM**

I, \_\_\_\_\_ currently acting in the position of \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_ am requesting primary delegation of the  
state controller's signature authority for the following types of contracts.

DESCRIPTION OF CONTRACT	CONTRACT TYPE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I have read the requirements section of the procedure for requesting signature delegation, the agency contract approval procedure, and Chapter 3 of the fiscal rules. I understand that the responsibility I am requesting as a primary delegate for the state controller will be the same as the state controller's responsibility. I hereby agree to follow the accounting/fiscal requirements contained in the procedure for requesting signature delegation, the agency contract approval procedure, and all requirements related to contracts in Chapter 3 of the fiscal rules.

Signed this \_\_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_

Exception contract signatory recommendation:  Approve  Reject

Reason \_\_\_\_\_  
\_\_\_\_\_