

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
FINANCIAL CONTROL DIVISION
SIGNATURE/TRANSACTION AUTHORIZATION

BUSINESS UNIT: _____ AGENCY NAME: _____ BUDGET FISCAL YEAR: _____

		CFO Only ***												Agency Head Only																																
Signature	Print Name		SHARE System Security Access Authorization Form (1)	SHARE Chartfield Maintenance Form	SHARE Representation Letter	Lv2 Requisition	Lv2 Purchase Order	Lv2 Voucher Invoice Certification Approval	Lv2 Journal Entry	Lv1 Budget Entry	Lv2 Budget Entry	Warrant Cancellation	Professional Service Contracts																																	
		*CFO	X	X	X																																									
		**CFO	X	X	X																																									
		**CPO																																												

DFA/FCD (10/2017)

SIGNATURE: _____ TITLE: _____ DATE: _____

Agency Head/Delegating Authority - DFA Rule 78-5 (2)

*****SUBMIT TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION, DIRECTOR OF FINANCIAL CONTROL DIVISION*****

- (1) Agency Chief Financial Officer may delegate document (e.g., vouchers, journal entries, operating transfers) approval in SHARE by submitting to the Financial Control Division a signed SHARE Security Access Authorization Form
- (2) The Agency Head's signature approves the individuals on this form to sign these documents.

*This form remains valid for above-referenced fiscal year as long as all signatures are valid.
**Leave line blank if not applicable to your agency.