PREPARE ON YOUR AGENCY LETTERHEAD

Agency NCAS Security Administrator Authorization Memo

Date

MEMORANDUM

TO: David McCoy, State Controller

FROM: *Insert your Chief Fiscal Officer*

SUBJECT: Agency NCAS Security Administrator Authorization

Below is a list of the individuals from our agency who are designated as Agency Security Administrators for the North Carolina Accounting System (NCAS) and have authority to sign the NCAS Security Request form, OSC SEC01. We understand that each of these individuals is required to read and comply with the Office of the State Controller (OSC) NCAS policies and procedures as stated in the NCAS Systems Information Guide found at the link below: http://www.ncosc.net/sigdocs/sig_docs/sigDocumentation.html

Name [Please print]	Email Address
Title	Security Administrator Signature Date
Name [Please print]	Email Address
Title	Security Administrator Signature Date
Name [Please print]	Email Address
Title	Security Administrator Signature Date

Signature: _____

Chief Fiscal Officer Date