

Contractor Authorized Signatory Listing (CASL)

- Contractor is deemed to be the subrecipient of funds. Contractor name must be filled out at top of CASL form. If Contractor does not know their unique Vendor/Customer Code (VCC), then this field should be left blank.
- CASL forms are meant to be internal documents for OGR use and record keeping. The purpose is to mitigate fraud and risk and for OGR to understand what individuals at the subrecipient's location have the authority to sign off on binding documents. OGR reserves the right to question if an individual is indeed an authorized signatory! Keep in mind that a CASL may be subject to audits and submission to CTR for contracts over \$500K.
- OGR requires individuals to be listed on the CASL if they are signing off on
 - Standard Contract and/or Extension
 - OGR Subgrant Conditions
 - OGR GAM form, that results in a contract extension
 - Vendor Creation or Vendor Modification Forms (W9, EFT)
- (2) CASL Forms
 - Sole Proprietor
 - Corporation, Partnership, LLC, Municipalities, Non-Profits
- **Sole Proprietor**
 - https://www.macomptroller.org/wp-content/uploads/form_contractor-authorized-signatory-listing-for-sole-proprietors.pdf
 - Needs to be completed in the presence of a notary.
 - Contractor's Signature MUST be in only wet ink.
 - Notary will complete the bottom section with the seal/stamp.
- **Corporation, Partnership, LLC, Municipalities, Non-Profits**
 - https://www.macomptroller.org/wp-content/uploads/form_contractor-authorized-signatory-listing-for-contractors.pdf
 - Cities/Towns/Organizations all have designated individuals considered to be authorized signatories.
 - There is always more than (1) authorized signatory, because what if someone leaves the position, gets sick, etc. There always needs to be a backup.
 - Cities/Towns can have many different authorized signatories that span different divisions (police, fire, schools).
 - It's an honor system. Considering we generally deal with the same subrecipients on an ongoing basis, we should trust that the people being listed on the form are indeed authorized. The subrecipients should know who the authorized signatories are.
 - That doesn't mean we can't question it though!

- Biggest risks may not necessarily be signing a standard contract, but more-so actions resulting change in identity or banking information.
- Signatures that are accepted throughout this form per CTR policy
 - Traditional wet ink
 - Electronic signature via hand drawn or pdf upload
 - Electronic signature via digital tool like Adobe Sign or DocuSign

IMPORTANT

- **Individual signing off on the bottom must fill out all the boxes below the “Please note you cannot self-certify your own signature as a single signer listed above” line. In addition, this individual MUST enter their name and information in the chart above.**
- **Another individual will need to also be listed as an authorized signature in the chart, which means there MUST be at least (2) different names listed on the form.**
- **Each person listed on the form will need to enter their signature in the chart. This will allow OGR to verify signatures on signed documents.**