

DGS-1 Document Approvals & Security Authorizations (REV 05/20/13)

DGS OFFICE NAME:

Building Standards Commission	Effective Date
Annual Renewal	Effective Date
X New Authorization	9/4/2015
Cancel Authorization	Effective Date

Location	2525 Natoms Park Drive, Suite 130, Sacramento CA 95833
Agency/Payroll Reporting Unit Codes	306-200 & 306-201
Office Coordinator Name	Misty Brooks
Office Coordinator Phone #	(916) 263-1835

MAIL / DELIVER ORIGINAL DGS-1 TO:
 Department of General Services
 SRF Fiscal Services - Z-1 MS-407
 707 Third Street, 10th floor
 West Sacramento CA 95605

LEGEND: an "X" below indicates YES for an employee to APPROVE specified documents; pickup checks; pickup payroll; deposit issues; request refunds; automated system authorization.

#	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Employee Signature
1	Jim McGowan			X		X	X	X	X	X			X		X						X	
2	Michael Neeman				X		X	X	X	X			X		X						X	
3	Katrina Benny					X	X	X	X	X			X		X						X	
	Kevin Day					X	X	X	X	X			X		X						X	
4	Misty Brooks													X		X					X	
5	Leon Prosser																				X	
6	Cynthia Biedermann													X							X	
7	Alex Hunter																				X	
8	Pamela Maeda																				X	
9	Enrique Rodriguez																				X	
10	Mia Marvelli																				X	
11	Laurie O'Brien																				X	
12	Yara Farr-Ohanian																				X	

OFFICE CHIEF
 print name, original signature & date Jim McGowan