

GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS

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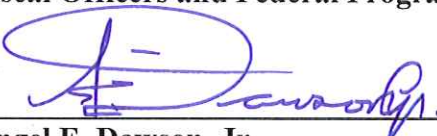
DEPARTMENT OF FINANCE

FINANCE MEMORANDUM NO. 01-2012

TO: DEPARTMENT AND AGENCY HEADS

**SPECIAL ATTENTION:
Directors, Business & Administrative Services
Fiscal Officers and Federal Program Officers**

FROM:



Angel E. Dawson, Jr.
Commissioner

DATE: October 7, 2011

RE: Request for Updated Information for Financial Transaction Processing Staff

As you are aware, some of the recent retirees from your department/agency conducted financial transactions on the ERP system. Now that they are no longer with your department/agency, we are requesting that immediate action be taken as follows:

- Submit to the Department of Finance, via formal correspondence, the names of all retirees who once had access to ERP resources;
- Submit to the Department of Finance, via formal correspondence, updated approval and access forms for new users and new approvers of transactions in the ERP system;
- Submit to the Department of Finance, via formal correspondence, the names and signature cards for all replacement staff, who will be required to tend cash transactions, (including collectors and petty cash custodians) and certifying officers.

In so doing, expeditious processing of financial transactions can be maintained.

Attached herewith are sample user access and authorization forms. These forms can be obtained from our web site at <http://www.usvifinance.info/html/Forms.html>. Designation of collector's cards and signature cards are available at the Department of Finance.

The Department of Finance looks forward to your usual cooperation.

Tyler Form Processing Electronic Signature Sheet

Please complete one sheet for each signed printing application. Joanne Lord must receive this form prior to your conference call. Failure to follow any of these directions may result in the delay of processing your request and/or additional charges. We appreciate your cooperation and attention in this matter.

Step One:

Please fill in:

Organization Name: _____

Laser Printer, Make and Model: _____

Printing Application:

Payroll Check Accounts Payable Checks Purchase Order Other _____

Step Two:

Sign your name in **black ink** inside the three appropriate boxes below. Signatures cannot exceed height and width dimensions of the boxes. **DO NOT sign on box lines – anything outside of white space will not be readable, and therefore will not appear on check.**

FIRST SIGNATURE

To be the **top** signature on this form
Please sign **INSIDE** all three boxes below

SECOND SIGNATURE

To be the **middle** signature on this form
Please sign **INSIDE** all three boxes below

THIRD SIGNATURE

To be the **bottom** signature on this form
Please sign **INSIDE** all three boxes below

PRINTED NAME OF SIGNATURE ABOVE

TITLE

TITLE TO APPEAR ON CHECK YES NO

PRINTED NAME OF SIGNATURE ABOVE

TITLE

TITLE TO APPEAR ON CHECK YES NO

PRINTED NAME OF SIGNATURE ABOVE

TITLE

TITLE TO APPEAR ON CHECK YES NC

Step Three:

This sheet **must** be submitted via mail or overnight carrier.
No fax transmissions or photocopies will be accepted.

MAIL TO:
Joanne Lord
Tyler Form Processing
370 US Route One
Falmouth, ME 04105



TylerForms Output Management Electronic Signature Sheet
Signature Sheet for USVI NOPA Forms

Site Name: USVI

Department Name: _____ (MUST BE PROVIDED)

Department Number: _____ (MUST BE PROVIDED)

Printing Application: **Notice of Personnel Action Forms**

Sign your name in **black ink** (not felt tip marker) inside the three appropriate boxes below. Signatures cannot exceed the height and width dimensions of the boxes. **DO NOT sign on the box lines – anything outside of the white space of the inner box will not be readable and therefore will not appear on the check.**

**This sheet MUST be submitted via mail or overnight carrier.
No fax transmissions or photocopies will be accepted.**

AGENCY HEAD SIGNATURE

Sign **INSIDE** all three boxes below.

CERTIFYING SIGNATURE

Sign **INSIDE** all three boxes below.

PRINTED NAME OF SIGNATURE ABOVE

TITLE

TITLE TO APPEAR ON NOPA: YES NO

PRINTED NAME OF SIGNATURE ABOVE

TITLE

TITLE TO APPEAR ON NOPA: YES NO