

**OFFICE OF THE STATE CONTROLLER**

AGENCY SECURITY ADMINISTRATOR AUTHORIZATION FORM

**Please be sure to list all Agency Security Administrators each time this form is completed.**

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| --- | --- | --- | --- |
| **NAME** | **TITLE** | **EMAIL ADDRESS** | **PHONE #** |
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The individuals listed above are designated as Agency Security Administrators for the North Carolina Accounting System (NCAS**\*\***See Note Below**\*\***), the Cash Management Control System (CMCS) and C-Series (check printing software). These individuals have authority to sign NCAS Security Request forms, CMCS Security Request forms, and Check Printing Authorization forms. The agency Chief Fiscal Officer understands that each of these individuals are required to read and comply with the following Office of the State Controller (OSC) security policies:

**NOTE: \*\***NCAS Security Administrators should have access to the “CAN” screen in the Purchasing module or profile 999918 in matter to Cancel Users in NCAS. Please submit the SEC01 security form to add access.

[North Carolina Accounting System (NCAS) and Cash Management Control System (CMCS) Security Policy](https://osc.nc.gov/state-employees/statewide-policies/100-accounting-financial-reporting/north-carolina-accounting)

[North Carolina Accounting System (NCAS) Check Printing Policy](https://www.osc.nc.gov/state-agency-resources/statewide-policy-directory/section-1100-state-disbursing/11008-state)

[Certification of Security Access for OSC Application Systems Policy](http://ncosc.s3.amazonaws.com/s3fs-public/documents/Policies/800.1_Policy_for_Certification_of_Security_Access_for_OSC_Application_Systems.pdf)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Chief Fiscal Officer Date

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_