

**CIRCULAR LETTER NO. 917**

August 5, 2014

**TO:** Printing and Publishing Officials of the Federal Government

**SUBJECT:** Signature Authorization for Departments and Agencies submitting printing and binding requisitions to GPO's Central Office, Washington, D.C., and GPO Regional Offices.

The Government Printing Office (GPO) requires signature authorization for all persons who are authorized to sign and submit printing and binding requisitions to GPO's Central Office in Washington, D.C., and GPO Regional Offices. This is critical to ensure statutory requirements are met and to prevent fraud.

We ask that agencies provide the printed names and signatures of all who are authorized to sign SF-1's and to act as liaison between your agency and the GPO. Please include the agency, bureau, department, office, billing address code(s) (BAC), point of contact, telephone number and e-mail address for each person. Also indicate if the person is a new addition and notify us of any personnel changes that affect this list as they occur. The GPO will be requesting updated signature authorizations annually.

Please mail your current signature authorization list on your Agency letterhead by September 5, 2014 to:

U.S. Government Printing Office  
STOP: CSA, Room C-848  
732 North Capitol Street, NW  
Washington, DC 20401

If you have any questions concerning this request, please contact Dwayne Ikaika, Chief Communications & Status Center (COMSTAT) on 202-512-1382 or email [dikaika@gpo.gov](mailto:dikaika@gpo.gov).

Sincerely,

BRUCE A. SEGER  
Managing Director, Customer Services