

HOW TO COMPLETE THE ASAP OFFICIALS AUTHORIZATION FORM:

PLEASE READ CAREFULLY

The ASAP Officials Authorization Form is used by **existing** organizations in ASAP for designating officials within the organization.

“PLEASE TYPE OR PRINT LEGIBLY ON THE FORM.”

COMPLETING THE ASAP OFFICIALS AUTHORIZATION FORM:

This form must be completed on your Organization’s official letterhead. If unable to align and print this form on your letter head, then on a blank letter head, type the following statement, “See Attached Authorization Form”. **The Head of Organization must sign the form.**

Submitting Completed Forms and requesting additional information

If the capitol of the state in which you are located is in the **Eastern Time Zone or the organization is located in Puerto Rico or the Virgin Islands**, submit your forms to the following address: **Financial Management Service, Philadelphia Financial Center, Attn: ASAP Customer Support Staff, P.O. Box 51317, Philadelphia, PA 19115-6317**. For questions call ASAP Customer Support at (215) 516-8021.

If the capitol of the state in which you are located is in the **Central Time Zone**, submit your forms to the following address: **Financial Management Service, Kansas City Financial Center, Attn: ASAP Customer Support Staff, P. O. Box 12599–0599, Kansas City, MO 64116-0599**. For questions call ASAP Customer Support at (816) 414-2100.

If the capitol of the state in which you are located is in the **Mountain or Pacific Time Zones or time zones further West**, submit your forms to the following address: **Financial Management Service, San Francisco Financial Center, Attn: ASAP Customer Support Staff, P. O. Box 193858, San Francisco, CA 94119-3858**. For questions call ASAP Customer Support at (510) 594-7182.

ASAP OFFICIALS AUTHORIZATION FORM

Organization Name: _____ **Effective date:** _____

ASAP ID _____

Point of Contact: The Point of Contact is responsible for inputting, updating or deleting, the officials designated by the Head of Organization (HOO). The POC can add and modify officials at any point during or following an organization’s enrollment process. It is the responsibility of the Point of Contact to define the Authorizing Official and Financial Official. A Re-delegated Head of Organization and another Point of Contact can also be defined. Once entered and approved by the HOO, the officials are assigned a User ID which is sent to them via an email and a temporary password in ASAP.GOV’s access control system which is sent via regular mail.

POINT OF CONTACT – (This is a mandatory role)	
_____	_____
NAME (PLEASE PRINT OR TYPE)	TELEPHONE NUMBER

E-MAIL	

The Head Of Organization (HOO) is the top management official who establishes the authority for the organization to use ASAP. The HOO **does not** have to be the CEO or President of the organization but can be the Manager or Supervisor of a section. The Head of Organization is the top management official who establishes the authority for Organization to use ASAP.gov. This is done by approving the Authorizing Official and Financial Official and, if entered by the POC, the Re-delegated Head of Organization. The HOO can also add or modify officials when the organization is pending enrollment. Once an organization is enrolled, the HOO can only approve officials.

I) HEAD OF ORGANIZATION – (This is a mandatory role)	
_____	_____
NAME (PLEASE PRINT OR TYPE)	SIGNATURE
_____	_____
TITLE	TELEPHONE NUMBER
_____	_____
E-MAIL	ADD <input type="checkbox"/> REVOKE <input type="checkbox"/> RENEWAL <input type="checkbox"/>

Sincerely,

Print Name
Title/Position