**Section 1540.10 Appointment of Retirement System Coordinator**

a) The head of every department, as defined in the Retirement System Act, shall appoint an individual(s) employed by or assigned to the department to act as "Retirement System Coordinator" for the agency.

b) All Department Certifications required by law or this Part shall be submitted in writing to the Springfield Office of the System on the form prescribed by the Board and shall include the signature of the duly appointed "Retirement System Coordinator" in each agency or his authorized designee as filed in writing with the System.