



OFFICE OF THE COMPTROLLER
CAPITAL EXPENDITURE CORRECTION APPROVAL FORM

INSTRUCTIONS

Prior to approving Capital EX transactions, Treasury and the Office of the Comptroller require information beyond what is provided on the Mosaic EX transactions themselves. This will satisfy documentation requirements of bond counsel, Treasury, and the Office of the Comptroller.

Please submit, for each set of EXs (i.e., each group of EXs from one sub fund and appropriation to another), the following information.

Email the completed form to CTR-DL-BudgetIntake@mass.gov.

Department Mosaic Code	EX Transaction ID	Accounting Line	Appropriation	Fund	Sub Fund	Object Class	Amount	Payment Reference Transaction ID	Date of original expenditure	Description of the purpose of the Bond Authorization and Appropriation.

FOR CTR USE ONLY			
Fund/ Sub Fund	Net Liquid Asset	Date of Most Recent Bond	Amount of Most Recent Bond Allocation

Please provide substantive descriptions of the transactions being EXed by object class in which expenditures are being moved, and why the transactions were not originally charged to the correct sub fund (bond authorization) and appropriation.

Remediation plan for how Capital Expenditure Corrections will be avoided in the future:

Authorized Departmental Signatory Signature _____ Date _____