



OFFICE OF THE COMPTROLLER

ENCUMBRANCE/CONTRACT TRANSMITTAL FORM

INSTRUCTIONS: This form is required for CTR review of Mosaic Pending CT, RPO, BCGN, and BGCS transactions. Transactions are typically processed within **5** business days. Please send this form and required documents to the appropriate email box based on the below encumbrance category.

Budget Fiscal Year	Date
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Department Contact Information

Department Code <small>3 Character Mosaic Code</small>	Name	Email
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Please select ONE of the following categories (A-H).

Categories A, B, or C require only the submission of this form to contracts.comptroller@mass.gov

No additional attachment is required. Please include the Category Type in the Subject Line of your email.

A Mosaic Administrative Adjustment Only <small>No change to total contract amount or duration.</small> Reason for Modification:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> B Departmental Master Agreement <small>Open Order Encumbrance (B1- Departmental Master Agreements Vendor Specific will workflow to FINAL at the department level)</small> </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> C Rate Contract <small>Mosaic Increase/Decrease of funds No change in rates, scope, or duration. Must also include language in the Document Comment Field in Mosaic that the contract is a rate agreement</small> </td> </tr> </table>	B Departmental Master Agreement <small>Open Order Encumbrance (B1- Departmental Master Agreements Vendor Specific will workflow to FINAL at the department level)</small>	C Rate Contract <small>Mosaic Increase/Decrease of funds No change in rates, scope, or duration. Must also include language in the Document Comment Field in Mosaic that the contract is a rate agreement</small>
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Submit Categories D and E to ctrdigitalcontracts@mass.gov with the appropriate attachments.

Only send one CT/RPO per email.

D Rate Contract <small>New or Amendment (change in rates, scope or duration). Must also include language in the Document Comment Field in Mosaic that the contract is a rate agreement.</small>	E Maximum Obligation Contract or Lease <small>New or Amendment</small>
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Submit Category F to ctrdigitalisas@mass.gov with the appropriate attachments.

Only send one ISA per email.

F ISA – Interdepartmental Service Agreement (BGCN/BGCS) <small>BGCN and BGCS transaction(s) submit separately – do not submit with CTs or RPOs.</small>

Submit Categories G and H to ctrdigitalcontracts@mass.gov with the appropriate attachments.

Only send one CT/RPO per email.

G Open Order Non-Master Agreement <small>Must attach a completed Open Order Request for Approval Form.</small>	H Other Reason for Modification:
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MMARS Transactions

	Transaction Code	Department <small>3 Character Mosaic Code</small>	20 Digit ID <small>Complete ID is Required</small>	Mosaic Version Number	Category <small>A-H</small>	Check <small>If more than one Mosaic Transaction ID</small>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						