



OFFICE OF THE COMPTROLLER

KEY STATE FINANCE LAW COMPLIANCE ROLES AND RESPONSIBILITIES UPDATE FORM

INSTRUCTIONS

Use this form to designate key contacts for your department.

Appointments must be made directly by the Department Head (not a designee). These roles cannot be made to: contractors, contract employees, non-employees, or employees of another department. These roles should not be shared among multiple departments. **Use a separate form for each individual.**

Please note: to designate Department Security Officers, please use the [Designation of Department Security Officer Form](#).

This form must be submitted by an authorized signer to keycontactupdate@mass.gov.

Position(s) being designated		
Please check all that apply.		
<input type="checkbox"/> Department Head	<input type="checkbox"/> Internal Control Officer	<input type="checkbox"/> GAAP Liaison
<input type="checkbox"/> Chief Fiscal Officer	<input type="checkbox"/> Payroll Director	<input type="checkbox"/> Single Audit Liaison
<input type="checkbox"/> General Counsel	<input type="checkbox"/> MMARS Liaison	
<input type="checkbox"/> BEST Program Liaison	<input type="checkbox"/> BEST Program Technical Point of Contact	

Designee Information		
Name		
Title		
Department	Department MMARS Code 3 Digits	
Address		
City	State	Zip Code
Phone	Fax	
Email		

Authorization	
Department Head Signature	Date
Department Head Printed Name	