



# OFFICE OF THE COMPTROLLER

## MMARS DOCUMENT RECORDS MANAGEMENT / SIGNATURE AUTHORIZATION FORM

**Instructions:** The top section of this form is completed for records management purpose to match the attached supporting documentation with the doc id of the relevant MMARS document. The bottom portion of this form should be completed **ONLY** if the Administrator processing the MMARS document to final phase does **NOT** have Department Head Signature Authorization.

Records Management – Document Identification		
Complete the following identifying information about the MMARS document that matches the attached supporting documentation.		
Department Name	Department Code Three character MMARS code	Unit
Doc ID	Object Code	Trans Code
Brief Description of Document Name/Purpose		

MMARS Document Approval by Authorized Signatory	
<p>Instructions</p> <p>Please Complete the certifications below <b>ONLY</b> if the referenced MMARS document requires written department head signoff prior to submission to final status in MMARS because the Administrator who will be processing the document to final phase does not have Department Head Signature Authorization (DHSA). <b>DO NOT complete the certification below</b> if the document was or will be approved on-line in MMARS by an Administrator with Department Head Signature Authorization (DHSA), because the electronic signature will be captured in MMARS with the document as an electronic record and any signoff below will have no legal effect. This form is not used to capture Secretariat signoff unless the Secretary is signing as the Department Head. Secretariat signoff must be obtained in any written format as determined appropriate by the Secretary prior to contract execution.</p>	
<p>Administrator with DHSA</p> <p>As an authorized signatory, I certify under the pains and penalties of perjury that my signature shall operate as the Department Head's certification that document listed above, which will reside on MMARS electronically as the official record, and the underlying supporting documentation attached to this authorization form, are accurate and complete, that all other required approvals have been obtained and are attached, that the expenditure or other obligation is supported by sufficient legislatively authorized funds, is made in accordance with the Department's legislative mandates and funding authority, and complies with all applicable laws, regulations, policies and procedures.</p>	
Signature	Date
Print Name	
Title	UAID

This form and all supporting documentation must be filed in accordance with Records Management requirements under 815 CMR 10.00, CTR policies and disposal schedules issued by the Secretary of State Records Conservation Board.