



OFFICE OF THE COMPTROLLER

OPEN ORDER (CT WITH EVENT TYPE PR51) REQUEST FOR APPROVAL FORM

Departments are required to comply with the [CTR Open Order Encumbrance Policy](#)

REQUIREMENTS:

- This form is required to be signed by an authorized signatory of the Department, and **must** be attached to all CT encumbrances requesting the Event Type PR51 ("Openorder") that **are not** tied to a Departmental Master Agreement (MA).
- The use of a CT encumbrance with Event Type PR51 ("Openorder") is **not** considered a procurement method. Event Type PR51 is an encumbrance that allows payment to multiple contractors once an appropriate procurement has been completed. Evidence of appropriate procurement(s) must be retained in the Department's Procurement File. See the Commonwealth of Massachusetts Expenditure Classification Handbook for applicable regulations for each object code and the Commonwealth of Massachusetts Procurement Policies and Procedure Handbook for details of a Procurement File.
- CT encumbrances with Event Type PR51 that **are not** tied to a Departmental MA may only be set up for a single fiscal year.
- Only one object class per Event Type PR51 CT will be allowed. This does not limit the number of accounting lines that are necessitated by various appropriation accounts.
- The Department **must** sign a contract or the appropriate Agreement Type as outlined in the Commonwealth of Massachusetts Expenditure Classification Handbook with every Contractor before performance begins and before payment can be made.
- The expectation is that a CT Openorder encumbrance that is not tied to a Departmental MA, is short term while the department takes steps to set up a Departmental Master Agreement.
- Departments are required to complete all the items below to establish or modify a CT encumbrance requesting the Event Type PR51 ("Openorder").

Department	
Address	Contact Person
Telephone	Email

Check One	
Initial Request	Modification
Document ID	Trans Type
	CT
Dept.	Unit
20 Digit ID #	

Object Code	
Initial Encumbrance Dates	
May not be earlier than the earliest signed contract	
Start Date:	End Date

Submit this form to the Office of the Comptroller
ctrdigitalcontracts@mass.gov



DESCRIPTION AND JUSTIFICATION
<p>Description of the type of services to be provided and justification for Event Type PR51 ("Openorder") CT encumbrance and an explanation of why a Departmental MA, Statewide Contract, or vendor specific encumbrance cannot be used (Attach additional pages as needed)</p>
<p>Type of Contract Being Excluded with Each Contractor (Check one only)</p> <p>Standard Contract Form and Instructions*</p> <p>*(Commonwealth Terms and Conditions, Commonwealth Terms and Conditions for Human and Social Services, or Commonwealth Terms and Conditions for Information Technology Contracts, whichever is applicable, must be on file with the Office of the Comptroller to make a contract complete.)</p> <p>Other (A sample copy must be attached – May only use if above form does not apply)</p>

Submit this form to the Office of the Comptroller
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