



OFFICE OF THE COMPTROLLER

TRANSACTION RECORDS MANAGEMENT OR DHSA AUTHORIZATION FORM

INSTRUCTIONS:

Records Management. The top section of this form is completed for records management purpose to match the attached supporting documentation with the Transaction ID of the relevant Mosaic transaction.

Evidence of DHSA. The bottom portion of this form can be used to evidence DHSA approval if the Mosaic user processing the transaction to final status does NOT have Department Head Signature Authorization.

Records Management – Transaction Identification		
Complete the following identifying information about the Mosaic transaction that matches the attached supporting documentation.		
Department Name	Department Code Three-character Mosaic code	Unit
Transaction ID	Object Code	Trans Code
Brief Description of Transaction Name/Purpose		

Mosaic Transaction Approval by Authorized Signatory
Please complete the certifications below ONLY if the referenced transaction requires evidence of written department head signoff prior to submission to final status because the user who will be processing the transaction to final status does not have delegated Department Head Signature Authorization (DHSA). DO NOT complete the certification below if the document was or will be approved on-line in Mosaic by a user with an Authorized Signatory Security Role with Department Head Signature Authorization (DHSA), because the DHSA review and signoff will be captured when the transaction is submitted to final status. This form is not used to capture Secretariat signoff unless the Secretary is signing as the Department Head for department transactions. Secretariat signoff required for department transactions must be obtained in any written format as determined appropriate by the Secretary prior to contract execution.

Certification of Authorized DHSA Signatory	
As an authorized DHSA signatory, I certify under the pains and penalties of perjury that the transaction (and any underlying supporting documentation) operates as the Department Head's electronic signature certification that the transaction (and any underlying supporting documentation) is accurate and complete and is supported by the Department's legislative authorization, funding and internal written system of internal controls; and the transaction complies with all applicable department and state finance laws, regulations, policies and procedures and all other required approvals have been obtained and are attached.	
Signature	Date
Print Name	
Title	Mosaic User ID

Electronic signatures acceptable in accordance with CTR electronic signature protocols. This form and all supporting documentation must be filed in accordance with the [CTR Fiscal Records Management Policy](#). CTR policies and disposal schedules issued by the Secretary of State Records Conservation Board.