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CTR Payroll Warrant Processing Policy

Effective: July 1, 2004
Last Updated: November 1, 2006

Executive Summary

M.G.L. c. 7A § 3 states one of the duties of the Comptroller as reviewing requests for payment and presenting a "certificate" to the Governor, who following review by the Governor's Council, issues a warrant to the Office of the State Treasurer for the payments on the "certificate" to be disbursed.

Considerations

This policy applies to all Commonwealth Branches and Departments.

Policy

Payroll is a certified expenditure on the warrant and must be included as part of the warrant each time the payroll process is successfully completed. Department heads or their designees must certify payroll expenditures to the Comptroller for inclusion on the warrant in accordance with the CTR Payroll Expenditure Approval Policy. This certification must be done biweekly or each time payroll expenditures are presented for payment.

Information Sources

Legal Authority

- M.G.L. c. 7A §§ 3, 7, 8

Contacts

- CTR Solution Desk