

**OFFICE OF THE COMPTROLLER
CONTRACT TRANSMITTAL FORM**

BFY: _____

Date: _____

In order for CT, RPO, BGCN or BGCS Pending transactions to be processed in MMARS, this form and the supporting paperwork *MUST* be forwarded to the Office of the Comptroller (CTR).

This transmittal form is date stamped once it's received by CTR. During normal business periods, transactions are processed within 5 business days after the paperwork is received. Please e-mail your Contract Liaison if your transaction(s) is not processed within 5 business days (allow time for mail delivery). Please Note: As needed, CTR will expedite ARRA funded contracts for review and processing.

Send To Office of the Comptroller Attention: Contract Unit One Ashburton Place, 9th Floor Boston, MA 02108	Department Contact Information MMARS Department Alpha Code: _____ Name: _____ Phone Number: _____ E-mail: _____
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Please select one of the following categories (A-I) to complete the last column in the table below. The categories A, B, B1, or C require only the submission of this form. No additional information is required. Submit the completed form via standard mail, inter-office mail or as an attachment in an e-mail to your Contract Liaison. Categories D, E, F, G, H and I must be submitted via standard mail or inter-office mail with the appropriate paperwork. In addition, the below categories may also be noted in the Comment Field in MMARS. For additional guidance, please review the applicable Policies, Job Aids, Etc. on the [Comptroller's Web Portal](#).

A	MMARS Administrative Adjustment Only - No change to total contract amount (Must complete Reason for Modification below).	E	Maximum Obligation Contract
B	Departmental Master Agreement - Open Order Encumbrance	F	ISA – Interdepartmental Service Agreement (BGCN/BGCS) Note: BGCN and BGCS transaction(s) are submitted separately, and not submitted with CTs or RPOs.
B1	Departmental Master Agreement – Vendor Specific Encumbrance		
C	Rate Contract (Only MMARS Increase/Decrease of funds) NO change in rates, scope or duration. Must also include language in the <i>Document Comment Field</i> in MMARS that the contract is a rate agreement.	G	Open Order Non Master Agreement (must attach a completed Open Order Request for Approval Form)
D	Rate Contract Formal Contract Amendment Change in rates, scope or duration. Must also include language in the <i>Document Comment Field</i> in MMARS that the contract is a rate agreement.	H	Other – Must complete Reason for Modification below.
		I	New Rate Contract

Reason For Modification (Required for A an H above):

MMARS Transactions

	Doc. Code	Dept.	20 DIGIT ID –(Complete ID is required)	Indicate with a YES below if ARRA funds in the encumbrance	MMARS Version #	Check - If there is more than one MMARS Document ID for this contract.	Category: A-I (see above for descriptions)
1						<input type="checkbox"/>	
2						<input type="checkbox"/>	
3						<input type="checkbox"/>	
4						<input type="checkbox"/>	
5						<input type="checkbox"/>	
6						<input type="checkbox"/>	
7						<input type="checkbox"/>	
8						<input type="checkbox"/>	
9						<input type="checkbox"/>	
10						<input type="checkbox"/>	