

**CHECKLIST FOR NEW DEPARTMENT HEAD**

\_\_\_\_\_ **Confirm/Update the individuals listed on the current Comptroller's Key State Finance Law Compliance Responsibilities contacts list. *Must be returned to Comptroller's Office.***

Attachment #2: Current List

Attachment #3: [Key State Finance Law Compliance Responsibilities](#)

Attachment #4: [Key State Finance Law Compliance Responsibilities Update Form](#)

\_\_\_\_\_ **Confirm/Update signatory authority delegation for current and new staff in accordance with Department Head Signature Authorization and Electronic Signatures for MMARS Documents Policy.**

Attachment #5: [Department Head Signature Authorization and Electronic Signatures for MMARS Documents Policy](#)

Attachment #6: [MMARS Document Records Management/Authorized Signature Form](#)

\_\_\_\_\_ **Review Security and Appoint/Reappoint the Department MMARS Security and Backup Security Officers.**

Attachment #7a: [Statewide Enterprise Systems Security Review and Approval Policy](#)

Attachment #7b: [Department Head MMARS Security Certifications](#) (*Must be returned to Comptroller's Office.*)

Attachment #7c: [Designation of Department Security Officer Form](#) (*Must be returned to Comptroller's Office.*)

Attachment #7d: [Department Head Annual Approval of Statewide Systems Security CIW, HR/CMS, MMARS & Intempo](#) (*Must be returned to Comptroller's Office.*)

Attachment #7e: [MMARS Security Roles and Documents Processed](#)

Attachment #7f: MMARS Security Roles and Table Access

Attachment #7g: [MMARS Security Request Form](#) (Internal Use Only)

Attachment #7h: MMARS Department User Listing (Must access DOCDirect reports)

\_\_\_\_\_ **Assess training needs for current and new staff.**

Attachment #8: [Comptroller Web portal Training webpage](#)

\_\_\_\_\_ **Review Status of Department Accounts.**

Attachment #9: Account Status

\_\_\_\_\_ **Review/Confirm that the Department Internal Controls are in place pursuant to Chapter 647 of the Acts of 1989.**

[Attachment #10: C.647 \(1989\)](#)