

COMPTROLLER'S OFFICE
CONTRACT REGISTRATION COVER SHEET

SUBMITTING AGENCY CODE: _____ DATE : _____

CONTRACT NUMBER: _____ MOD NUMBER EXT'N (5 digits) _____

OCA NUMBER: _____ VENDOR No. (10digits) _____

AGENCY CONTACT PERSON: _____

EMAIL ADDRESS: _____ TELE: _____ FAX: _____

Please indicate your reason for submitting the attached documents by filling out the form below:

A. NEW SUBMISSION: (check off only one Box each for FMS Contract Code and Contract Class)

FMS/3 CONTRACT CODE		FMS/3 CONTRACT CLASS	
CT1	GENERAL CONTRACT	G	EXPENSE ENCUMBRANCES (CT1, CTA1)
RCT1	REVENUE CONTRACT	C	CAPITAL ENCUMBRANCES (CT1, CTA1)
CTR	CONTRACT REVISION (INCREASES/DECREASES/ /DATA CHANGES)	X	MIXED/SPLIT FUNDING ENCUMBRANCES (CT1, CTA1)
MA1	MASTER AGREEMENT	V	REVENUE (RCT1)
MAR	MASTER AGREEMENT REVISION (INCREASES/DECREASES/DATA CHANGES)	RA*	MASTER AGREEMENTS MA1 ACCELERATED PROCUREMENT (*ONLY FOR DCAS USE)
MMA1	MULTIPLE AWARD MASTER AGREEMENT (FORMERLY CONSORTIUM PARENT)	RN	MASTER AGREEMENTS (ALL OTHER MA1, MMA1, MAR)
CTA1	MULTIPLE AWARD CONTRACT (FORMERLY CONSORTIUM CHILD)	RG	REQUIREMENTS/TASK ORDER DRIVEN EXPENSE (CT1 and CTA1)
		RC	REQUIREMENT CAPITAL/TASK ORDER DRIVEN (CT1, CTA1)
	EEO 101 SUBMISSION (FILING PURPOSE ONLY)	RB	REQUIREMENTS MIXED FUNDS/TASK ORDER DRIVEN (CT1, CTA1)
	AWARD METHOD 72 – M/WBE PURCHASE – NOT EXCEEDING \$500K (CT1 AND CTR ONLY)		G; C; AND X (AS APPLICABLE)

B. IS THIS A SUBMISSION OF A CONTRACT PACKAGE WHICH HAS BEEN PREVIOUSLY REJECTED OR WITHDRAWN? YES _____ NO _____

OR:

C. ADDITIONAL ITEM FOR A CONTRACT PACKAGE STILL UNDER REVIEW BY THE COMPTROLLER (CIF fax # (212) 815-8780).

Was item requested by Comptroller staff? YES _____ NO _____

If yes, indicate requestor's name: _____

OR:

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D. _____ADDITIONAL DOCUMENT(s) TO A REGISTERED CONTRACT FOR FILING PURPOSES ONLY. REGISTRATION IS NOT NECESSARY.

OR:

E. _____DOCUMENT(s) SUPPORTING THE REGISTRATION OF MULTIPLE CONTRACTS.