

RSA Email Close Out Procedure

The current RP manual requires a RSA form be completed to close out an RSA. The following is an option to replace the current procedure with an electronic email notification.

New email close out procedure:

If both departments agree, an electronic notice of completion will replace the traditional signed RSA form to close out a RSA.

Each interested department will designate one contact person on the Statewide RSA Contact sheets to process electronic close outs. The designated department representative will be responsible for ensuring that his or her department's internal procedures are followed.

When an RSA is complete, the servicing department will email the requesting department that the RSA is ready to be closed. The email will confirm that the work has been completed, all expenditures have been processed and all revenue collected.

Both the servicing and requesting departments must print the email and file a copy with the RSA and use as backup to any necessary accounting transaction.

The Servicing department coordinator processes a change RS transaction, which the Requesting department coordinator will dual authorize. The Servicing department coordinator will process the necessary budget transactions.