# AUTHORITY:

Sec. 4a-4. Commissioner of Administrative Services shall consider and devise ways and means of establishing and maintaining proper control of state property and equipment, including vehicles and office equipment; shall require the establishment of proper permanent inventory records and the taking of physical inventories of both stores and equipment.

**Property Control Manual Chapter 4** - Physical Inventory - Establishes procedures to monitor physical inventory owned by each State agency.

# PURPOSE:

To provide the agencies with a standardized form for loaning property to employees, other agencies, municipalities, etc. If an agency currently has its own form, it should be reviewed to compare the data on this standardized form. The form should be completed and signed, with copies provided to the Responsible Agency Property Control Manager, Unit Manager/Director, and original property Recipient (Loanee), or others as necessary.

# INSTRUCTIONS:

**SECTION 1 -** When the loan is initiated, Section 1 should be filled out, signed, and kept on file for the life of the loan.

**Report No.** - Each agency should assign its own number to the form.

**Recipient (Loanee) Name** - Individual that is entered into this agreement as receiving the property.

**Agency Name/Division/Unit** - The name of the state agency and unit and/or division to which the loanee reports/works.

**Reason for Loan** - The primary reason that the property is being loaned to the loanee (i.e. remote work, specific project, other duties, etc.)

**Primary location where property will be kept** - The address where the property will primarily be kept (i.e. for remote work the employee’s home address)

**Room#** - The room from which the authorized property will be removed and provided to loanee

**Address/City** - Agency address/City where the property is normally stored prior to assignment.

**Tag No.** - Indicate the inventory tag number assigned to the property.

**Serial No.** - Indicate the manufacturer's serial number, if applicable.

**Description** - Enter a brief description of the property.

**Condition** - Select one of the options (New, Good, Fair, Poor) from the drop down.

**Value of Asset** - Enter the current cost or value of the item(s) as indicated on the agency inventory records.

**Notes** - Include any notes associated with the assigned property as applicable.

**Signatures/Names/Approvals** - Signatures and printed names of appropriate parties as well as the date the form was signed.

**SECTION 2 -** When the item has been returned, Section 2 is to be filled out and signed with a copy to be kept in accordance with state record retention policies found on the CT State Library website.

**Return Date** - Date that the property has been returned to the issuer.

**Property Received By** – Signature of the agency staff member who received the returned property.

**Building No. and Room No.** - Enter the building number and the room number to which the property was returned.

**Please Note Any Exceptions** - Area for notes to be entered by the person accepting the return of the property. Normal wear and tear on the asset is to be expected, depending on the item and how it is intended to be used.

**Signatures** - Final signatures of the department head and loanee who had loaned the property.