



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.

INSTRUCTIONS:

1. **CO-58** When transferring an asset within the agency, this form is suggested for use.
NOTE: Agencies may choose to use their own form(s) to record the transfer of property within the agency. Agency forms should contain the same information required on this form at a minimum.
2. In the signature section "**Posted By**" refers to the person who entered the location code change in Core-CT.
3. Both the transferring and receiving units should retain a copy for their file. Forms should be kept on file in accordance with State Document Retention Schedules as posted by the CT State Library.

QUESTIONS: Central Accounts Payable Division, OSC.Assets@ct.gov