

**PROPERTY TRANSFER BETWEEN AGENCIES**  
CO-64 REV. 1/2025



STATE OF CONNECTICUT  
OFFICE OF THE STATE COMPTROLLER

**TRANSFERRING AGENCY:**

**AUCTION/AUTHORIZATION #**

**DESCRIPTION OF ASSET:**

**ASSET ID:**

**TAG NUMBER:**

**ASSET CLASS:**

**SERIAL NUMBER:**

**LOCATION CODE:**

**MODEL NUMBER:**

**CHARTFIELD - COMPLETED BY TRANSFERRING AGENCY (CORE-CT AGENCIES ONLY)**

HISTORICAL COST	FUND	DEPARTMENT	SID	PROGRAM	ACCOUNT	PROJECT/GRANT	CHARTFIELD 1	CHARTFIELD 2	CHARTFIELD 3

**COMMENTS (FOR NON CORE-CT AGENCIES, LIST YOUR ACCOUNT CODE STRING BELOW):**

THE ABOVE DETAILED ASSET TRANSFER IS AUTHORIZED.  
THIS ASSET IS TO BE REMOVED FROM THE TRANSFERRING AGENCY'S ASSET MANAGEMENT SYSTEM AS APPROPRIATE.

<b>AUTHORIZED SIGNATURE</b>	<b>TITLE</b>	<b>TELEPHONE NO.</b>	<b>DATE</b>
<b>PROPERTY CONTROL MANAGER SIGNATURE</b>	<b>TITLE</b>	<b>TELEPHONE NO.</b>	<b>DATE</b>

**RECEIVING AGENCY:**

**NEW LOCATION CODE:**

**NEW ASSET ID:**

**NEW TAG NUMBER:**

**NEW ASSET CLASS:**

**CHARTFIELD - COMPLETED BY RECEIVING AGENCY (CORE-CT AGENCIES ONLY)**

HISTORICAL COST	FUND	DEPARTMENT	SID	PROGRAM	ACCOUNT	PROJECT/GRANT	CHARTFIELD 1	CHARTFIELD 2	CHARTFIELD 3

**COMMENTS (FOR NON CORE-CT AGENCIES, LIST YOUR ACCOUNT CODE STRING BELOW):**

THE ABOVE DETAILED ASSET TRANSFER IS AUTHORIZED.  
THIS ASSET IS TO BE ENTERED INTO THE RECEIVING AGENCY'S ASSET MANAGEMENT SYSTEM AS APPROPRIATE.

<b>AUTHORIZED SIGNATURE</b>	<b>TITLE</b>	<b>TELEPHONE NO.</b>	<b>DATE</b>