

# PROPERTY TRANSFER BETWEEN AGENCIES

CO-64 Rev. 07/2024



# STATE OF CONNECTICUT OFFICE OF THE COMPTROLLER

## AUTHORITY:

4a-52(6). to provide for the transfer to or between such state agencies of supplies, materials and equipment which are surplus with one such agency but which may be needed by another or others, and for the disposal by sale of supplies, materials and equipment which are obsolete or unusable.

## INSTRUCTIONS:

1. **CO-64** When transferring an asset to another agency, this form is required and must be authorized by the transferring agency. This form must be filled out when an agency and/or account code string must be changed.  
**NOTE:** Assets transferred within an agency should be reported on form CO-58 Property Transfer Within Agency.
2. The authorized signature cannot be the Property Control Manager. This should be signed by the unit manager responsible for the asset. If the Property Control Manager is the asset's responsible manager, it should be signed by another supervisor/manager level employee within the agency.
3. Both the transferring and receiving agency should retain a copy for their file. This form must also be provided to the responsible party at the submitting agency (business office, property control manager, etc.)
4. Only one CO-64 is required per transfer using the same accounting string.
5. **CO-64(a)** This is a supplemental form to be filled out if there are any additional items related to this transfer.

**QUESTIONS:** Central Accounts Payable Division, [OSC.Assets@ct.gov](mailto:OSC.Assets@ct.gov)