# AUTHORITY:

**CT General Statutes Sec. 3-112** - Powers and Duties. “The Comptroller shall: [….] (4) prescribe the mode of keeping and rendering all public accounts of departments or agencies of the state and of institutions supported by the state or receiving state aid by appropriation from the General Assembly; (5) prepare and issue effective accounting and payroll manuals for use by the various agencies of the state;”

**CT General Statutes Sec. 4-33a** - Illegal, irregular or unsafe handling of state or quasi-public agency funds breakdown in safekeeping of agency resources. breach of security. notification. all boards of trustees of state institutions, state department heads, boards, commissions, other state agencies responsible for state property and funds and quasi-public agencies, as defined in section 1-120, shall promptly notify the auditors of public accounts and the comptroller of any (1) unauthorized, illegal, irregular or unsafe handling or expenditure of state or quasi-public agency funds, (2) breakdowns in the safekeeping of any other resources of the state or quasi-public agencies, (3) breach of security, as defined in section 36a-701b, or (4) contemplated action to commit one of the acts listed in subdivisions (1) to (3), inclusive, of this section within their knowledge. in the case of such notification to the auditors of public accounts, the auditors may permit aggregate reporting in a manner and at a schedule determined by the auditors.

**Property Control Manual - Chapter 9**- Asset Management/Inventory Reporting- Establishes procedures to report all property owned by each State agency.

**PURPOSE:**This report must include all registered and unregistered vehicles owned by the agency as of June 30th. This form must be submitted to the Office of the State Comptroller, [Osc.Assets@ct.gov](mailto:Osc.Assets@ct.gov), by September 30th.

# INSTRUCTIONS:

Type of Vehicle and Number of Vehicles  
Each type of vehicle is listed below. Indicate the total number of vehicles for each classification in summary:

* Aircraft
* Ambulances
* Boats
* Buses
* Campers
* Cushman Vehicles
* Forklifts, Tractors, Payloaders and Graders
* Motorcycles and Bikes
* Passenger Cars
* Snowmobiles
* Trailers
* Train Cars
* Trucks, Jeeps and Vans
* Other Watercraft
* Miscellaneous (indicate type(s) and number(s) in space below. Enter total in column)  
  Identify any type of vehicle owned and not included in any of the categories listed above.

**Total:** Add the vertical column above and provide a summary total.

**Reporting:** All the registered and unregistered vehicles owned by the agency as of June 30th must be submitted by September 30th.

A summary of all reports should be signed and furnished to the email addresses below with a copy to be kept in accordance with state record retention policies found on the CT State Library website.

* Office of the State Comptroller: [osc.assets@ct.gov](mailto:osc.assets@ct.gov)
* Department of Administrative Services - Fleet Operations: [fleet.accidents@ct.gov](mailto:fleet.accidents@ct.gov)
* DAS-Insurance and Risk Management: Melissa Frank, Director of Insurance and Risk Management: [melissa.frank@ct.gov](mailto:%20melissa.frank@ct.gov), and Sherry-Ann Chance, Fiscal Administrative Officer: [sherry-ann.chance@ct.gov](mailto:%20sherry-ann.chance@ct.gov)

Follow [this hyperlink](http://osc.ct.gov/agencies/forms/index.html) for a blank CO-648B form.