



**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.

4a-57(a). disposition of usable property that a state agency deems surplus to its operating needs. If any such property cannot be transferred between state agencies and there is not an immediate need to remove the property from a state facility, the commissioner shall offer the property for sale to municipalities and transit districts. If no municipality or transit district purchases the property, the commissioner shall offer the property for sale to the public. If the commissioner is unable to sell the property to a municipality or transit district or the public, the commissioner may donate the property to a nonprofit organization. The commissioner may dispose of any property that is not transferred, sold or donated. The commissioner shall establish a process for notifying municipalities and nonprofit organizations of their eligibility to receive surplus property under this subsection.

**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 Auction/Authorization # is the auction listing number in which the agency claimed the property from another agency on the DAS Surplus vendor auction site for property. The Auction/Authorization # is known as the SKU number on the DAS Surplus vendor auction site for vehicles.
3. 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.
4. 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.)
5. Only one CO-64 is required per transfer using the same accounting string.
6. **CO-64(a)** This is a supplemental form to be filled out if there are any additional items related to this transfer.
7. **CO-64(a)** Each asset has a row for information related to the Transferring Agency (denoted by a "T") and a separate row for information related to the Receiving Agency (denoted by a "R"). This is to be used in cases where an asset is being assigned new information (Tag #, Asset ID, Asset Class, Location Code) by the receiving agency.
8. **CO-64(a)** Is the preferred form for use for transfers. However, if your needs necessitate additional fields or information, a customized form/table designed by the agency including at minimum all the existing fields on the **CO-64(a)** template, can be used in it's place.

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