

**ADJUSTMENTS TO STATE-OWNED ASSETS**



<b>SAM REFERENCE #</b>
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CO-853(MA) 7/2024  
Multiple Asset Form

**INSTRUCTIONS:**

- 1. CO-853(MA) - Multiple Asset Form** - Use this form if there are multiple items related to the occurrence listed on the CO-853(a) form that require adjustments.
- Enter the Agency and Property information: **SAM Reference # (Provided by OSC – Security and Asset Management), Agency Reference #, Agency Name.**
- Prepare and electronically submit the form to [OSC.CO-853@CT.GOV](mailto:OSC.CO-853@CT.GOV) with a Cc: to Auditors of Public Accounts at [CO-853@CTAUDITORS.GOV](mailto:CO-853@CTAUDITORS.GOV). Retain a copy for your file. 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.)

QUESTIONS: Central Accounts Payable Division, 165 Capitol Avenue, Hartford, CT 06106 [OSC.CO-853@CT.GOV](mailto:OSC.CO-853@CT.GOV)

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**AGENCY AND PROPERTY INFORMATION**

AGENCY REFERENCE #

AGENCY NAME

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**PROPERTY DESCRIPTION**

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PROPERTY CONTROL MANAGER  
NAME

TITLE

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SIGNATURE

EMAIL

DATE

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If you wish to report on more than 25 assets for a single occurrence, send an email to [OSC.CO-853@CT.GOV](mailto:OSC.CO-853@CT.GOV) requesting additional guidance.