

SEAN SCANLON
STATE COMPTROLLER



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STATE OF CONNECTICUT
OFFICE *of the* STATE COMPTROLLER
165 Capitol Ave.
Hartford, CT 06106

MEMORANDUM NO. 2026-04

February 23, 2026

TO THE HEADS OF ALL STATE AGENCIES

Attention: Agency Heads, Chief Administrative and Fiscal Officers, Business Managers, and Property Control Managers

Subject: Mandatory Use of ASSET SUBTYPE for Fleet vehicle assets - Effective March 1, 2026

I. PURPOSE

The purpose of this memorandum is to notify all state agencies of an enhancement to the Core-CT Asset Management Module that introduces a new Asset Subtype field. This enhancement supports statewide efforts to improve asset tracking accuracy and streamline reporting. The addition of the Asset Subtype field allows agencies to more clearly identify and manage specific vehicle types, thereby improving the efficiency and accuracy of year-end CO-648B reporting.

Effective March 1, 2026, agencies are required to select an appropriate Asset Subtype whenever the Asset Type is designated as Fleet.

II. 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;”

III. PROCEDURES

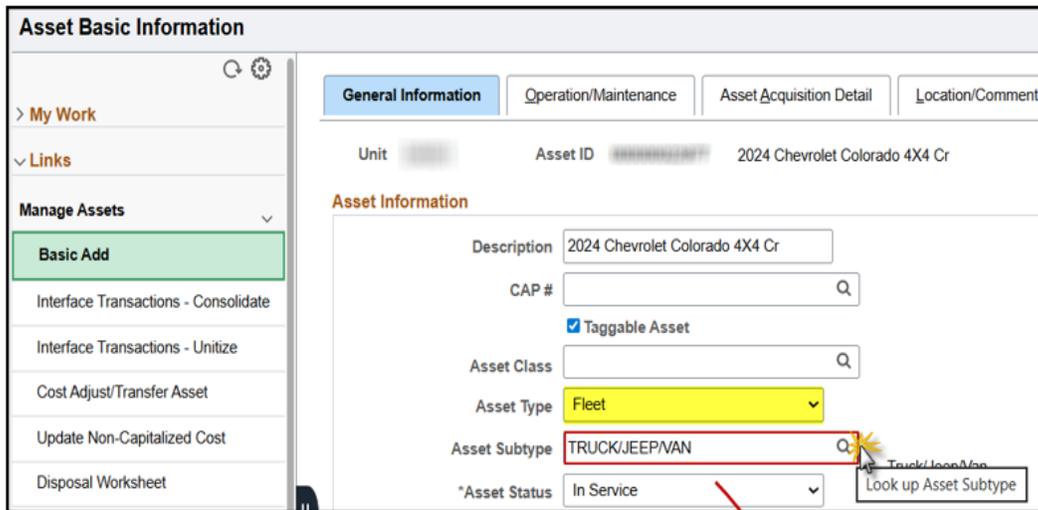
A) New Vehicle Assets - Basic Add (Effective March 1, 2026)

When entering a new vehicle asset in the Core-CT Asset Management Module using the **Basic Add** function, agencies must:

1. Select **Asset Type: Fleet**; and
2. Select the appropriate **Asset Subtype** from the list below.

Approved Asset Subtypes and Descriptions:

Asset Subtypes	Descriptions
AIRCRAFT	Aircraft
AMBULANCE	Ambulance
BOAT	Boat
BUS	Bus
CAMPER	Camper
CAR	Passenger car
CUSHMAN	Cushman Utility Vehicle
HEAVY EQUIP	Forklift/Tractor/Loader/Grader
MISC WC	Miscellaneous Watercraft
MOTORCYCLE	Motorcycle or Bikes
OTHER	Golf Cart, Chipper, etc.
SNOWMOBILE	Snowmobile
TRAILER	Trailer
TRAIN CAR	Train Car
TRUCK/JEEP/VAN	Truck/Jeep/Van



B) Existing Vehicle Assets in Core-CT

Agencies are required to review their existing vehicle assets currently recorded in Core-CT. For any vehicle assets that are classified under an incorrect **Asset Type** (e.g., Equipment), agencies must:

- Update the **Asset Type** to **Fleet**; and
- Select the appropriate **Asset Subtype**.

This review should be completed promptly to ensure compliance with reporting requirements for Fiscal Year 2026.

If agencies identify a large volume of existing vehicle assets requiring updates, they may submit a [Footprints ticket](#) to the Office of the State Comptroller (OSC) Core-CT Assets team to discuss available options for a bulk upload process.

IV. QUESTIONS

If agencies have questions or require assistance related to this enhancement or reporting requirements within the Asset Management Module, please submit a [Footprints ticket](#) to the Core-CT Asset Team or email to osc.assets@ct.gov.

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