

CONNECTICUT MILITARY DEPARTMENT
INSTRUCTIONS FOR PROPERTY INVENTORY



PURPOSE: To maintain positive control of all state issued capital and controllable assets.

AUTHORITY: Connecticut General Statutes Section 4-33a, 4-36 and the State of Connecticut Property Control Manual – Chapter 5 of CTMD General Order 2018-3.

INSTRUCTIONS: All state-owned property as described in Chapter 5 of the State of Connecticut Property Control Manual and Chapter 2 of CTMD General Order 2018-3 must be inventoried on an annual basis. All capital and controllable assets will be listed on this form and signed by the appropriate hand receipt holder and state property office.

SEND THIS FORM & SUPPORTING DOCUMENTATION TO:

Connecticut Military Department
State Property Officer
360 Broad Street Room #223
Hartford, Connecticut, 06105-3706
(860) 548-3247 (fax)



**CONNECTICUT MILITARY DEPARTMENT
PROPERTY INVENTORY**

UNIT/SECTION INFORMATION:
Unit/Section:
Location:

CAPITAL & CONTROLLABLE ASSETS				
Item Description	Make	Model	Serial #	State Tag #

CERTIFICATION		
Hand Receipt Holder (Printed Name)	Signature	Date
State Property Officer (Printed Name)	Signature	Date