

CONNECTICUT MILITARY DEPARTMENT



INSTRUCTIONS FOR INVENTORY OF PROPERTY OF SPECIAL INTEREST

PURPOSE: To maintain positive control and accountability of all items of special interest to the unit, but do not qualify

AUTHORITY: Connecticut General Statutes Section 4-33a, 4-36, Chapters 4 & 5 of the State of Connecticut Property Control Manual, Paragraph 27 of Statement 34 of the Governmental Accounting Standards Board and, Chapters 4 & 10 of CTMD General Order 2018-3.

INSTRUCTIONS: Property of Special Interest as described in Chapter 10 of CTMD General Order 2018-3 must be inventoried on an annual basis. All identified property will be listed on this form and signed by the appropriate hand receipt holder and state property office. The property may have special significance to the unit and must be accounted for to ensure preservation for future members and the general public at large.

ITEM NAME: Provide a “short name” that accurately defines the item

ITEM DESCRIPTION: Provide a detailed description that identifies the type of item (ie: historical artifact), size, shape and major characteristics of the item

CONDITION:

Excellent – no damage or blemishes and the item is in condition to be put on display to the public

Good – insignificant damage or some “wear and tear” and the item can be out on display with some caution

Poor – significant damage where the item need restoration before being put out to the general public for viewing.

Unserviceable – damaged beyond repair or alterations will destroy the items historical significance.

LOCATION: Area or room where the item is displayed or stored.

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)

