



**CONNECTICUT MILITARY DEPARTMENT**  
**AUTHORIZATION TO TRANSFER STATE PROPERTY**  
**(ASSET MANAGEMENT)**

**PURPOSE:** Use of this form is to obtain approval for the transfer and/or disposition of state personal property inventory items.

**AUTHORITY:** State of Connecticut Property Control Manual Chapter 5-10.

**INSTRUCTIONS:** Property that needs to be transferred with the agency will be recorded on this form and retained by the Fiscal Administrative Manager or designee.

The requesting individual is responsible for completing this form to the fullest extent possible.

**REQUESTOR INFORMATION:** Provide the current location of the item(s) to be transferred and the destination. Provide the appropriate account numbers for each location.

**DESCRIPTION OF ITEMS:** List the number of like items to be transferred, a description of the item, the serial number, state CORE-CT tag number and the purpose of the transfer.

**CERTIFICATION:**

Releaser: Current property account holder

Receiver: Individual who will be the new property account holder

**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)

