

**MASS CHANGE OF ASSETS
REQUEST FORM**

CO -65 7/05

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER

USE THIS FORM TO REQUEST A MASS CHANGE OF ASSETS BETWEEN STATE BUSINESS UNITS

TO BE COMPLETED BY DEPARTMENT REQUESTING MASS CHANGES TO A LARGE QUANTITY OF ASSETS

CURRENT BUSINESS UNIT _____

NEW BUSINESS UNIT _____

MASS CHANGE TEMPLATE ID

(Check applicable ID - Refer to WLA)

- | | |
|---|--|
| <input type="checkbox"/> ADJ - Asset Cost Adjustment | <input type="checkbox"/> PRC - Parent Recategorization |
| <input type="checkbox"/> ASD - Asset Deletion | <input type="checkbox"/> PTF - Parent Asset Transfer |
| <input type="checkbox"/> AUP - Asset Update | <input type="checkbox"/> RCT - Recategorization |
| <input type="checkbox"/> Archive Asset Open Trans | <input type="checkbox"/> REI - Reinstate Assets |
| <input type="checkbox"/> Archive Assets Accntg Entries | <input type="checkbox"/> REP - Reinstate Parent Assets |
| <input type="checkbox"/> Delete Asset Accntg Entries | <input type="checkbox"/> TRF - Full Transfer by Dept. |
| <input type="checkbox"/> Delete Asset Open Trans | <input type="checkbox"/> Unload DIST_LN_ARCH to File |
| <input type="checkbox"/> IUT - Inter- Unit Transfer | <input type="checkbox"/> Unload Open Trans to File |
| <input type="checkbox"/> InterUnit TRF w/Attrib,War,Lic | <input type="checkbox"/> Upload Asset Accting Entries |
| <input type="checkbox"/> PAD - Parent Asset Cost Adjust | <input type="checkbox"/> Upload Asset Open Trans |
| <input type="checkbox"/> PHY - Physical Asset Changes | |

JUSTIFICATION

(Agency must complete when requesting a mass change)

COMMENTS:

AUTHORIZED DEPARTMENT SIGNATURE	TITLE	DATE
PREPARED BY	TELEPHONE NO.	DATE

Return to the Office of the State Comptroller
Att: Fiscal Policy Division