



# OFFICE OF THE COMPTROLLER

## CAPITAL (FIXED) ASSETS INVENTORY ANNUAL REVIEW – FY2024 CONFIRMATION

**INSTRUCTIONS:** This form must be completed by July 26, 2024 and sent to [christine.bender@mass.gov](mailto:christine.bender@mass.gov). If you need more space for the following criteria, please use an additional FY2024 Capital (Fixed) Assets Inventory Annual Review Confirmation Form.

INVENTORY AS OF JUNE 30, 2024	
Department Code	Certified By
Phone	Email

<b>Department Has No Inventory</b>	<input type="checkbox"/>
<b>Department Agrees With Inventory</b>	<input type="checkbox"/>
<b>Additions Not Reflected (Explain Below)</b>	<input type="checkbox"/>
PRC Doc ID	
Cost of Acquisition	
Commodity Code/Name	
Date of Acquisition	
Appropriation	
Object Code	
Fixed Asset Number/Component Number Created	
FA Doc ID Code	
<b>Deletions Not Reflected (Explain Below)</b>	<input type="checkbox"/>
Fixed Asset Number Disposed	
Date of Disposal	
FD Doc ID Code	
<b>Transfers Not Reflected (Explain Below)</b>	<input type="checkbox"/>
Fixed Asset Number Transferred	
Department Asset Transferred To	
FT Doc ID Code	
<b>Fixed Assets No Longer In Service</b>	<input type="checkbox"/>
Fixed Asset Number	
FD Doc ID Code	

Please use this section to report to CTR if additional FY2024 Capital (Fixed) Assets Inventory Confirmation Forms are provided. Submit all form(s) to <a href="mailto:christine.bender@mass.gov">christine.bender@mass.gov</a> .