



# OFFICE OF THE COMPTROLLER

## CAPITAL (FIXED) ASSETS INVENTORY MID-YEAR REVIEW – FY2025 CONFIRMATION

**INSTRUCTIONS:** This form must be completed by February 7 2025 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 FY2025 Capital (Fixed) Assets Inventory Mid-Year Review Confirmation Form.

INVENTORY AS OF DECEMBER 31, 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 Capital (Fixed) Assets Inventory Mid-Year Review Confirmation Forms are provided. Submit form(s) to <a href="mailto:christine.bender@mass.gov">christine.bender@mass.gov</a> .