MASS CHANGE OF ASSETS
REQUEST FORM
CO -65 7/05

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)

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