



Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301
REV 02/06/15

Administrative Directive Number: **3.4** Title: **Asset Management**

I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation):

The State of Connecticut Office of the Comptroller has issued OSC Memorandum # 2015-05 which changes the definition of "Capital Equipment" for all State Agencies. As a result, changes to Administrative Directive 3.4 Asset Management will be required as follows:

Section 2-A; Authority and Reference - Add "Office of State Comptroller Memorandum # 2015-05".

Section 3-B; Definitions and Acronyms - Change definition of "Capital Equipment" to read as follows:

Any equipment (moveable machinery, tools, furniture or vehicles) received after 7/1/2015, with a normal useful life of more than one (1) year and a value of \$ 5,000 or more including any books or sets of books, software and licenses. All assets received prior to 7/1/2015, will need to be tracked at the \$1,000 threshold.

See attached documents

ORIGINATOR

Name: [Redacted] Title: [Redacted] Date: 5/26/15

Signature: [Redacted] Facility/Unit: [Redacted]

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied	Signature	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature:	Date: 5/26/15
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: <small>(only needed if originating from facility)</small>	Date:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature:	Date: 5/27/15

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: As practicable

The language/provisions of this inclusion/revision shall be effective as of: _____ and subsequently added to the Administrative Directive at the next update.

This inclusion/revision shall be added to the Administrative Directive prior to: _____

This inclusion/revision shall be added immediately to the Administrative Directive.

Commissioner's signature: Date: 6/4/15