

NAUGATUCK VALLEY COMMUNITY COLLEGE
Authorization to Submit CO-853
Report of Lost or Damaged Real and Personal Property

The applicable signatures must be obtained prior to submitting the CO-853 to Connecticut's Office of the State Comptroller. Enter the fields below as shown on the accompanying CO-853.

Location of Property Pertaining to Adjustment:

Date of Discovery:

__/__/__

Reason for Adjustment: _____

1. Individual Reporting Loss:

_____ Date: __/__/__
Signature

2. Department Head:

_____ Date: __/__/__
Signature

3. Public Safety:

_____ Date: __/__/__
Signature

4. Director of
Finance:

_____ Date: __/__/__
Signature

5. NVCC President
(Any type of Fraud, Malfeasance, Losses/Damages in excess of \$10,000.00)

_____ Date: __/__/__
Signature

File with CO-853