**From All Offices:**

**[ ]  Form 4 Information Request**

**[ ]  Worksheet for Form P6**

**[ ]  Capital Asset Information From:**

 **Signed BOMS Printout (Your BOMS Inventory Module) or**

 **Printout from Other Asset System (In Excel Format)**

**[ ]  Compensated Absence Information for Form 20 From:**

 **Signed BOMS Printout or**

 **Completed Compensated Absence Spreadsheet**

**If Applicable:**

**[ ]  Form 17 Information Request**

**Once your official financial statement forms have been completed by JAC, we will send copies for your review along with the following forms to sign:**

**All Offices:**

**[ ]  Agency Head Certification**

**[ ]  Form 20A (Compensated Absence Certification)**