**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)**