

**List of Items JAC Needs in Order to Complete the
Financial Statements on Your Behalf
2015-2016 Fiscal Year**

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)**