

Instructions for Completing CDA 9023

The Property Acquisition Form (CDA 9023) allows the Contractor to report all property furnished or purchased by either the Contractor or the Subcontractor with funds awarded under the terms of Exhibit D, Article VII of the Agreement.

HEADER SECTION:

Enter the following Information:

- PSA or MSSP drop down
- PSA Number or MSSP Site Number (2 digits)
- Fiscal Year – State Fiscal Year
- Contract number – Select Program from drop down. Remainder will auto populate once Fiscal Year and PSA or MSSP Number is selected
- Submission Date – Date completed

PROPERTY SECTION:

A separate form must be completed for property purchased under each program contract:

- Item Description – Briefly describe property, including manufacture's name whenever possible
- Model Number – Enter model number or name. If number is longer than 10 digits use last 10 digits.
- Serial Number – Enter item serial number, if longer than 12 digits, use last 12 digits (AB123DCE12345678 = 3DCE12345678)
- Date Purchased – Enter the two-digit MM/DD/YY.
- Cost – Enter whole dollars
- Primary Fund Source – Select from Fund Source drop down. If more than one fund used, select largest source of funding
- Location – Enter location where property is located (AAA, AAA-South Office, ABC Subcontracting, Etc.)

FORM SUBMISSION:

The completed CDA 9023 must be sent as an e-mail attachment to the [Fiscal Email Address](mailto:FiscalTeam@aging.ca.gov):
FiscalTeam@aging.ca.gov.

In your email subject line, please identify your PSA/MSSP ## and Form being submitted (Example: PSA [34](#) CDA 9023).