

OHIO LESO TRANSFER REQUEST FORM

SUBJECT: Request for transfer of DEMIL/Non-DEMIL Equipment

Date _____

Releasing Agency _____ Address _____ City _____ State _____ Zip Code _____ POC Name _____ Phone Number _____	Receiving Agency _____ Address _____ City _____ State _____ Zip Code _____ POC Name _____ Phone Number _____
Property Approved by S/C for Transfer: YES / NO State Coordinator Name/Stamp: Print: _____ Sign: _____	Property Approved by LESO for Transfer: YES / NO Transfer entered in CMIS database: YES / NO LESO Coordinator: _____ Date: _____

The Ohio State Coordinator and LESO must review requests for transfer. Once transfer approval has been obtained from the Ohio State Coordinator and LESO, follow state rules for transfer. Documentation should include signatures from the releasing agency and the receiving agency. Receiving agencies must be a participant of the 1033 Program and will adhere to the conditions of the MOA between the State of Ohio and DLA. If you have any questions, please feel free to contact the Ohio State 1033 Program Office at (614) 995-3789 or fax (614) 466-5181.

ITEM Number	ITEM DESCRIPTION	FILE#	NSN	DTID	DOC#	TRANSFER QTY
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____

NOTE: Once this 1033/1208 property has been approved for transfer by the Ohio State Coordinator and LESO, the approved transfer request letter will be returned to the releasing agency. Upon actual transfer, the releasing agency and the receiving agency must sign the completed request and send a copy of the completed transfer to the Ohio State Coordinator for his/her records. Both the releasing agency and the receiving agency must also maintain record of transfer.

Releasing Agency signature: _____ Receiving Agency signature: _____

