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|  | State of Oklahoma  Office of Management and Enterprise Solutions  Division of Capital Assets Management  **Property Distribution Department** | **GSA Weapons Letter of Intent Suggested Format** |

NOTE:

1. COPY AND PASTE THE CONTENT BELOW ONTO DONEE’S OFFICIAL LETTERHEAD
2. LETTER MUST BE SIGNED BY AUTHORIZING OFFICIAL OF DONEE AGENCY

The (Your name Police/Sheriff Department) is staffed with ………… compensated law enforcement officers with the powers to arrest and apprehend any persons in violation of Federal, State and/or local laws of the State of Oklahoma. These weapons will be used solely for authorized law enforcement activities.

This department has not received weapons through any other federal program during the past 12 months. OR This department has received (numbers and types of weapons during the past 12 months from the following federal program): ………….

Sincerely,

Signature of Authorizing Official