## Sample ORC 117.17 Representation Letter Template

Copy the text below the dotted line and paste into a file with your entity’s official letterhead.

Complete the form, remove all notes in red, sign the form, and upload to eServices.

Date [should correspond to last day in this position, which should be the date of mailing.   
Email delivery is acceptable.]

Successor Name

Address

Re: Letter of Representation – ORC 117.17

Dear Successor Name:

In accordance with the requirements of Ohio Revised Code 117.17, I have prepared this Letter of Representation setting forth the inventory of all properties, supplies, furniture, credits, moneys, and any other thing belonging to the State that it is my duty as the outgoing (title) of the (name of office/department/agency/board/commission) to turn over to you or to pay into the State Treasury. Attached is a list of all such properties as of (last day in position), which I am turning over to you. These attachments are:

[adjust list as necessary – information should be current as of the last date in the position]

* Items Assigned to Me Personally [this list should include cars, computers, phones, credit/debit cards, keys/access cards, furniture and other items]
* Accounts Outside the State Treasury [this list should identify all bank accounts, investments, deposits, etc., maintained outside the State Treasury and should include account numbers and balances]
* Inventory Listing of the (name of office/department/agency/board/commission) [this list should include all properties, furniture, supplies, etc., under the jurisdiction of this entity. A copy of the DAS asset management system report would be sufficient.]
* Listing of Accounts Receivable [this list should identify all moneys owed to the entity]
* Contracts in Process [this list should identify all contracts currently being negotiated with the entity]

A copy of this letter, including attachments, is also being delivered to the Governor, the Auditor of State, and the Attorney General, per ORC 117.17. I am also retaining a copy for my personal records.

Please notify me if any discrepanices are identified in this inventory.

Sincerely,

Signature

(Name of outgoing official)

Attachments

cc: Governor

Auditor of State

Attorney General