

APPENDIX E-514 P

DOLLAR VALUE OF OUTSTANDING LOANS

1. FORM USED

DLA Form 111, Inter-Office Memorandum.

2. REASON/CRITERIA FOR PREPARATION

The Report of Dollar Value of Outstanding Loans is prepared on a quarterly basis and reflects the dollar value of assets which are currently on loan. This figure will agree with the dollar value of assets in Purpose Code L.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Inventory Accounting Branch, Stock Control Division, Directorate of Supply Operations is responsible for processing loan transactions.

4. PROCEDURES/INSTRUCTIONS FOR PREPARATION OF REPORT

a. SOURCE(S) OF INFORMATION

(1) Loan Jacket File, from which one extracts the Project Codes appropriate to the items currently on loan.

(2) Transaction History File which may be queried through coordination with the Office of Data Systems for additional information by use of Action Code HJ in accordance with appendix E-104 P.

b. PREPARATION OF REPORT

The Report of Dollar Value of Outstanding Loans is prepared on a DLA Form 111, Inter-Office Memorandum and will include the following information:

(1) Project Code - Enter the three-digit code assigned to the loan.

(2) Activity Address Code - Enter DoDAAD Code assigned to borrower or executive agent.

(3) Date - Date on which loan period began.

(4) Dollar Value of Loan - Total dollar value of materiel issued on loan for this project code.

(5) Dollar Value of Items Returned - Total dollar value of materiel returned from loan as of the date of this report for this project code.

(6) Dollar Value of Items Outstanding - Total dollar value of materiel not returned or still on loan as of the date of this report for this project code.

(7) Totals:

(a) Total Dollar Value of Loans - Total dollar value of all project codes.

(b) Total Dollar Value of Items Returned - Total dollar value of all returns from loan for all project codes.

(c) Total Dollar Value of Items Outstanding - Total dollar value of all materiel still on loan for all project codes.

c. DISTRIBUTION OF REPORT

(1) Two copies to Office of Comptroller.

(2) One copy for the Loan Jacket File of each project code.

5. DISPOSITION OF REPORT AFTER FINAL ACTION

One copy of the report will be retained in the Loan Jacket File of each loan reported until such time as the file is destroyed in accordance with current records disposition procedures.

6. FLOW CHART

Flow chart not required.