

Reclamation Manual

Directives and Standards

7-2575 (10-06)
Bureau of Reclamation

DETERMINATION OF PROPER AUTHORITY FOR PURCHASE OF ENTERTAINMENT		
OFFICE:	_____	
POINT OF CONTACT:	_____	
DESCRIPTION OF ACTION:	_____	
<p>1. Introduction. In accordance with Reclamation Manual ADM 06-02, this format is to be used to document that proper authority exists to use appropriated funds to contract for entertainment. This determination follows regulatory requirements and addresses limitations described in ADM 06-02.</p> <p>2. Background. [Enter office and action proposed.]</p> <p>3. Determination and Analysis of Proper Authority. [Enter applicable circumstance, authority, and explanation as to why it applies.]</p> <p>4. Based on the facts presented on this form, it is the determination of the applicable Director, (or Designated Representative) that the purchase of entertainment as presented in this Determination is in compliance with the applicable Authority stated in 3 (above). In compliance with that authority, this determination is approved by the appropriate signature(s) and office(s) below.</p> <p>5. Approvals.</p>		
Prepared by:	_____	_____
	Signature	Title
	_____	_____
		Date
Review and Concurrence By Manager:	_____	_____
	Signature	Title
	_____	_____
		Date
Approved by Director:	_____	_____
	Signature	Title
	_____	_____
		Date