

REQUEST FOR AUTHORIZATION BY PRIMARY OPERATING UNIT FOR OFFICIAL ENTERTAINMENT

TO: CFO & Assistant Secretary for Administration CFO Director of Administration

Expenditure of more than \$2,500 to be paid by Gifts and Bequest Fund, must be sent to Chief Financial Officer (CFO) and Assistant Secretary for Administration; \$2,500 or less can be approved by an authorized official within primary operating unit.

FROM: _____ (Name and Title) _____ (Signature and Date)

1. Description of Function *(Include date and place)*

2. Justification
Project is essential to further objectives Yes No Objective could not be furthered as effectively without project: Yes No
Briefly explain why costs are reasonable:

3. Estimated Cost *(Attach separate list of individual items and amounts.)* Balance of Funds Available
4. Source of Funds
 Appropriated Funds Mutual Educational and Cultural Exchange Act (MECEA)
 Gift and Bequest Funds Domestic Hospitality

5. Guest List *(Attach separate list including title and affiliation and title of each non-Governmental attendee.)*

6. Government Attendees *(Attach separate list including Department affiliation and title of each individual.)*
If more that 50% of total attendees are Federal employees is the function primarily for the benefit of the Government rather than the employees?
 Yes No

7. Clearances
Deputy Under Secretary for International Trade *(If appropriate)* _____ Initials _____ Date _____
Program Deputy Assistant Secretary *(If appropriate)* _____
Budget Officer-Funds Available: Yes No _____

8. Primary Operating Unit approval disapproval
9. Office of the Secretary approval disapproval

Title: Chief Financial Officer and Director of Administration _____ Date _____
CFO and Assisnat Secretary for Administration _____ Date _____

GUEST LIST

NAME

TITLE

AFFILIATION

GOVERNMENT ATTENDEES

NAME

TITLE

AFFILIATION

ESTIMATED COST FOR INDIVIDUAL ITEMS

INDIVIDUAL ITEMS

ESTIMATED COST

Total:

JUSTIFICATION FOR LATE SUBMISSION