

## REQUEST FOR APPROVAL OF COMMERCE SEAL, EMBLEM, INSIGNIA, OR LOGO

1. Submitting Operating Unit

2. Contact Person/Telephone

3. Description and Justification:

4. Signature of Submitting Official/Date

### DEPARTMENT CLEARANCES AND APPROVALS

5. Director, Office of Administrative Operations

☐ Approved for Department Action    ☐ Disapproved

\_\_\_\_\_  
Signature/Date

6. Cleared: Office of General Counsel

\_\_\_\_\_  
Signature/Date

7. Cleared: Office of Administrative Services

\_\_\_\_\_  
Signature/Date

8. Cleared: Office of Public Affairs

\_\_\_\_\_  
Signature/Date

9. Approved: Chief Financial Officer,  
Assistant Secretary for Administration

\_\_\_\_\_  
Signature/Date

10. Approved: Secretary of Commerce

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Signature/Date