

RECORD OF GIFT OR BEQUEST

Offer has been made as described below of a gift or bequest for the purpose of aiding or facilitating the work of the Department. I certify that within the provisions of P.L. 88-611, and the terms of the gift, acceptance is recommended and is in accordance with policies stated in Department Administrative Order 203-9.

1. NAME AND ADDRESS OF DONOR

2. NAME AND TITLE OF EMPLOYEE TO WHOM OFFER IS MADE

3. DESCRIPTION OF PROPERTY AND/OR SERVICES IN KIND *(if other than currency or cash)*

4. PURPOSE FOR WHICH GIFT OR BEQUEST IS OFFERED

5. PRIMARY OPERATING UNIT APPROVAL DISAPPROVAL

7. OFFICE OF THE SECRETARY APPROVAL DISAPPROVAL

SIGNATURE

DATE

SIGNATURE

DATE

If approval of Office of the Secretary is required (See Section 8 & 9 DAO 203-09) submit to Chief Financial Officer and Assistant Secretary for Administration.

COMMENTS

6. CFO / ASA

APPROVAL

DISAPPROVAL

SIGNATURE

DATE

COMMENTS