

**RECORD OF GIFTS AND DECORATIONS
FROM FOREIGN GOVERNMENTS**

DATE RECORD PREPARED

AMOUNT (Currency or Check)

VALUE

\$

Offer has been made as described below of a gift or decoration from a foreign government. Within the provisions, Department Administrative Order 202-739, and the terms of the gift, acceptance is recommended.

DATE OF ACCEPTANCE OF GIFT

DISPOSITION OR CURRENT LOCATION OF GIFT

PRIVACY ACT STATEMENT

The Privacy Act of 1974, 5 U.S.C. 522a requires that you be advised of the following information. The Department is authorized and directed to collect the information requested on this form under the Foreign Gift Act of 1977, 5 U.S.C. 7342, as amended. This information will be used to determine the proper disposition of the gift and will also form the basis of a listing of certain foreign gifts required to be reported to the Secretary of State. In addition, the information may be disclosed to GSA and to the public. The collection of information on this form is mandatory when an employee receives a gift from a foreign government or agent thereof. (See DAO 202-739). The Attorney General may bring a civil action against any employee who fails to report a gift as required under the Foreign Gift Act of 1977, and the employee may be subject to a penalty in any amount not to exceed the retail value of the gift plus \$5,000.

1. NAME, BUSINESS ADDRESS AND POSITION OF DONOR

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

3. AN INDICATION OF INTEREST IN PARTICIPATING IN ANY SUBSEQUENT SALE OF THE ITEM BY THE GOVERNMENT, IF FEASIBLE

YES

NO

4. PURPOSE FOR WHICH GIFT WAS ACCEPTED

5. DESCRIPTION OF THE GIFT; THE CIRCUMSTANCES UNDER WHICH THE GIFT WAS ACCEPTED AND ITS ESTIMATED VALUE IN THE U.S. AT THE TIME OF ACCEPTANCE

6. OPERATING UNIT

APPROVAL

DISAPPROVAL

7. OFFICE OF THE SECRETARY

APPROVAL

DISAPPROVAL

SIGNATURE

DATE

SIGNATURE

DATE

COMMENTS

COMMENTS