

Revised 5/19/2011

4-06 APPENDIX A: REQUIRED APPROVALS FOR ACCEPTANCE OF GIFTS AND BEQUESTS.

Nature of Gift or Bequest	Approval	Procedures
Acceptance of gifts valued in excess of \$35,000	Secretary of Commerce	Receiving office prepares Form CD-210 and sends original to Gifts and Bequests Fund (GBF) Manager. GBF Manager will forward CD-210 to Secretary for approval.
Acceptance of real property or interest in that property, regardless of the value	Chief Financial Officer and Assistant Secretary for Administration, DOC (CFO/ASA, DOC)	Real Property Branch prepares Form CD-210 and sends original to GBF Manager. GBF Manager will forward CD-210 to CFO/ASA, DOC for approval.
Gifts and bequests offered on the condition that the Department undertake activities or expenditures not part of regular Departmental programs	CFO/ASA, DOC	Receiving office prepares Form CD-210 and sends original to GBF Manager. GBF Manager will forward CD-210 to CFO/ASA, DOC for approval.
Gifts and bequests offered on the condition that the Department adhere to particular requirements as to deposit, investment, or management of the funds donated	CFO/ASA, DOC	Receiving office prepares Form CD-210 and sends original to GBF Manager. GBF Manager will forward CD-210 to CFO/ASA, DOC for approval.
Gifts and bequests offered which require more than incidental expenditures in connection with administration and use	CFO/ASA, DOC	Receiving office prepares Form CD-210 and sends original to GBF Manager. GBF Manager will forward CD-210 to CFO/ASA, DOC for approval.
Gifts and bequests offered which involve unusual conditions or requirements	CFO/ASA, DOC	Receiving office prepares Form CD-210 and sends original to GBF Manager. GBF Manager will forward CD-210 to CFO/ASA, DOC for approval.

Nature of Gift or Bequest	Approval	Procedures
Gifts and bequests offered which involve an in-kind donation for travel, subsistence, and accommodations valued at \$500 or more over the amount allowable under the Department's Travel Handbook.	CFO/ASA, DOC	Receiving office prepares Form CD-210 and sends original to GBF Manager. GBF Manager will forward CD-210 to CFO/ASA, DOC for approval. Authorized travel orders must accompany the CD-210.
All gifts, including gifts in-kind, regardless of amount	NOAA Authorized Official	CD-210 shall be prepared and submitted for approval to the appropriate NOAA Authorized Official. The approved CD-210 will be provided to the NOAA GBF Manager.
Gifts or bequests in the form of cash	Cash gifts and bequests shall NOT be accepted regardless of circumstance or amount	Cash gifts and bequests shall NOT be accepted regardless of circumstance or amount
Gifts from foreign governments valued at \$285 or less.	NOAA Authorized Official	CD-342 shall be prepared and submitted for approval to the appropriate NOAA Authorized Official. The approved CD-342 will be provided to the NOAA GBF Manager.
Gifts from foreign governments valued at more than \$285.	DOC Office of the Assistant General Counsel for Administration, Ethics Law and Programs Division	CD-342 shall be prepared and submitted to the NOAA GBF Manager. The NOAA GBF Manager will submit the CD-342 to the DOC Office of the Assistant General Counsel for Administration, Ethics Law and Programs Division for approval.
Travel or expenses for travel taking place entirely outside the U.S. and consistent with the interests of the U.S. and the Department's travel regulations.	Under Secretary and Administrator, NOAA	Receiving office prepares Form CD-210 and sends original to Gifts and Bequests Fund Manager.

4-07 APPENDIX B: REQUIRED APPROVALS FOR EXPENDITURE OF GIFTS AND REQUESTS FUNDS.

Nature of Expenditure	Approval	Procedures
Entertainment expenditures which exceed \$2,500	CFO/ASA, DOC	CD-464 shall be prepared and submitted to the GBF Manager. GBF Manager will forward CD-464 to CFO/ASA, DOC for approval.
Entertainment expenditures that are \$2,500 or less	NOAA Authorized Official	CD-464 shall be prepared and submitted for approval to the appropriate NOAA Authorized Official. The approved CD-464 will be provided to the NOAA GBF Manager.

4-08 APPENDIX C: INSTRUCTION SHEET FOR DONOR OF CHECK TO NOAA.

PROCEDURES FOR MAKING A DONATION TO THE NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION

1. Make checks payable to:

National Oceanic and Atmospheric Administration

2. Include with the check a transmittal letter which states whether the purpose of the donation is to further the general mission of the National Oceanic and Atmospheric Administration or to further a specific project.

3. Forward the check and the transmittal letter to either:

Under Secretary and Administrator
National Oceanic and Atmospheric Administration
Herbert C. Hoover Building, Room 5128
14th and Constitution Avenue, N.W.
Washington, D.C. 20230-0001

or

Chief Financial Officer
National Oceanic and Atmospheric Administration
Herbert C. Hoover Building, Room 6805
14th and Constitution Avenue, N.W.
Washington, D.C. 20230-0001

The Department of Commerce is authorized by Sections 1522-1524 of Title 15, United States Code, to accept donations. For the purpose of Federal income, estate and gift taxes, property accepted under Section 1522 of this title shall be considered as a gift or bequest to or for the use of the United States.

4-09 APPENDIX D: NOAA TRAVEL GIFT QUESTIONNAIRE.

Please provide the following information.

1. Traveler's name, title, and office.
2. Name of the event.
3. Name of donor (i.e., the person, company, or organization offering travel expenses).
4. Type of gift that the donor is providing (e.g., airfare, lodging, meals).
5. Value of the gift, if known.
6. Whether you asked the donor to pay for your travel.
7. Location of event and departure city.
8. Dates of travel.
9. An explanation of how your participation in the event supports NOAA's mission.
10. Whether your supervisor has determined that your attendance/participation in this event furthers NOAA's mission (including a determination that the entire dates of travel are reasonable and necessary to further NOAA's mission).
11. Whether the donor has any contracts with your specific NOAA Line/Staff Office.
12. Whether the donor has any grants with your specific NOAA Line/Staff Office.
13. Whether the donor has any controversial matters pending before NOAA or whether there are any current hot-button issues involving the donor.
14. Whether there are any other special circumstances not mentioned above that may create an appearance problem for NOAA to accept a gift from this donor.