

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

6. 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

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