

## REQUEST FOR AUTHORIZATION BY PRIMARY OPERATING UNIT FOR OFFICIAL ENTERTAINMENT OR REPRESENTATION

**TO:** \_\_\_\_\_  
*(Name and Title)*

Expenditures of more than \$2,500 must be sent to the Chief Financial Officer and Assistant Secretary for Administration (the Assistant Secretary); \$2,500 or less can be approved by an authorized official within primary operating unit.

**FROM:** \_\_\_\_\_  
*(Print Name and Title)* \_\_\_\_\_  
*(Signature and Date)*

1. Description of Function (Include date and city and state or country)

2. Justification (Objective of function)

Project is essential to further objectives:  yes  no      Objective could not be furthered as effectively without project:  yes  no  
Briefly explain why costs are reasonable:

3. Estimated Cost (Attach separate list of individual items and amounts.)

\_\_\_\_\_ Balance of funds available  
\$ \_\_\_\_\_

4. Source of funds

Appropriated Funds       Mutual Educational & Cultural Exchange Act (MECEA)  
 Gift and Bequest Funds       Domestic Hospitality

5. Guest List (Attach separate list including title and affiliation of each non-government attendee.)

6. Government attendees (Attach separate list including Department and bureau affiliation and title of each individual.)

Are more than 50% of the total attendees Federal employees?  yes  no  
If yes, is the function primarily for the benefit of the government rather than Federal employees?  yes  no

7. Clearances

	_____	_____
Program Deputy Assistant Secretary (If appropriate)	_____	_____
Operating Unit Budget Officer-Funds available: <input type="checkbox"/> yes <input type="checkbox"/> no	_____	_____

8. Primary Operating Unit       Approval       Disapproval

9. Office of the Secretary       Approval       Disapproval

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial Officer and Assistant Secretary for Administration

\_\_\_\_\_  
Date