Determination of Proper Authority for Purchase of Entertainment

Office: ________________________________________________________________

Point of Contact: _______________________________________________________

Description of Action: __________________________________________________

1. Introduction. In accordance with Reclamation Manual ADM 06-02, this form is to be used to document that proper authority exists to use appropriated funds to contract for entertainment. This determination follows regulatory requirements and addresses limitations described in ADM 06-02.

2. Background. [Enter office and action proposed.]

3. Determination and Analysis of Proper Authority. [Enter applicable circumstance, authority, and explanation as to why it applies.]

4. Based on the facts presented on this form, it is the determination of the applicable Director, (or Designated Representative) that the purchase of entertainment as presented in this Determination is in compliance with the applicable Authority stated in 3 (above). In compliance with that authority, this determination is approved by the appropriate signature(s) and office(s) below.

5. Approvals.

| Prepared by:                  | ___________________________ | ___________________________ | ____________ |
| Review and Concurrence By Manager: | ___________________________ | ___________________________ | ____________ |
| Approved by Director:         | ___________________________ | ___________________________ | ____________ |

Signature                             Title                         Date

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