

### Attachment D: Promotional Item Approval Form

Requestor Information	
Requesting IC:	
IC / Point of Contact:	
Phone Number:	

Promotional Item Description	
Promotional Item Required:	
Total Obligation:	
Fair and Reasonable Price Determination:	
Necessary Expense Justification (why promotional item is critical to IC mission):	

Signatures
------------

<b>I/C Executive Officer</b>		
Typed Name	Signature	Date
<b>Head of the Contracting Activity</b> (Required for all Meetings/Conferences ≥ \$25K)		
Diane J. Frasier		
Name	Signature	Date
<b>Deputy Director for Management</b> (Required for all Meetings/Conferences ≥ \$25K)		
Colleen Barros		
Name	Signature	Date