



### DONOR FORM - CORPORATE OR FOUNDATION

\_\_\_\_\_  
Date (mm-dd-yyyy)

Gift Funds Coordinator  
U.S. Department of State  
2201 C Street, NW  
Room 1821, M/EDCS  
Washington, DC 20520

Dear Gift Funds Coordinator,

\_\_\_\_\_ has made the following unconditional gift to the U.S. Department of State:  
(Name of Company/Foundation)

Cash (check): \_\_\_\_\_

In-Kind Gift: Please describe the item(s) below and then list the value of the contribution (e.g., 2 pieces of American artwork, including the cost of shipping, valued at \$XX...).

\_\_\_\_\_  
We would prefer that this gift be used for the following purpose:

\_\_\_\_\_  
The following is a list of subsidiaries/affiliates of (Company or Foundation):

Below, please list and describe any matters that you or your subsidiaries and/or affiliates have pending before the Department of State. Please also list and describe matters likely to arise before the Department of State that would substantially affect you or your subsidiaries and/or affiliates.

\_\_\_\_\_ has no business pending before the Department of State and no matters likely to arise that  
(Company/Foundation)  
that might involve the Department of State or embassy.

\_\_\_\_\_ has the following business pending before the Department of State and or the following  
(Company/Foundation)  
matters are likely to arise that might involve the U.S. Department of State, or embassy.:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Point of contact if different from the name listed from the name above

Return Mailing Address for Acknowledgment Purposes  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Privacy Act Statement and Paperwork Reduction Act Statement

**AUTHORITIES:** The information is sought pursuant to: (1) Foreign Service Buildings Act of 1926, Sec. 9, as amended (22 U.S.C. 300); (2) State Department Basic Authorities Act of 1956, Sec. 25, as amended (22 U.S.C. 2697); (3) Foreign Gifts and Decorations Act, as amended (5 U.S.C. 7342 and 22 CFR 3); (4) Mutual Educational and Cultural Exchange Act, Sec. 105(f), as amended (22 U.S.C. 2455(f)).

**PURPOSE:** The principal purpose of gathering this information is to maintain a record of Gift Fund donations and to demonstrate the donor's intention to donate either an in-kind gift or monetary gift.

**ROUTINE USE:** The information on this form may include details regarding the type of donation. The form is not distributed to any entity outside the Department of State. However, information may be reported to Congress if requested.

**DISCLOSURE:** Providing this information is voluntary. However, failure to provide the information requested on this form may result in the following: misallocation of an accepted donation; excessive delay in receiving the donation; or return of the donation to the donor.

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: M/EDCS, U.S. Department of State, 2201 C Street NW., HST, Room 7427B, Washington, DC 20520, Fax: 202-647-8194.