



DONOR FORM - GOVERNMENT

Date (mm-dd-yyyy)

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

_____ has made the following unconditional gift to the U.S. Department of State:
(Name of Government/Country)

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...).

Item Description	Value

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

Below, please choose one of the boxes that describe any matters that you have pending before the U.S. Department of State.

_____ has no business pending before the Department of State and no matters are likely to arise that might involve the Department of State or U.S. Embassy, or the U.S. Consulate.
(Country/Government)

_____ has the following business pending before the U.S. Department of State and or the following matters are likely to arise that might involve the U.S. Department of State, U.S. Embassy, or the U.S. Consulate:
(Country/Government)

Name

Signature

Title

Point of contact, if different from the name listed from the name

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 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 form is not distributed to any entity outside the Department of State. However, information may be reported to Congress if requested. More information on the Routine Uses for the system can be found in System of Records Notice, State-80, Official Gift Records and Gift Donor Vetting Records.

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 10 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: CGFS/EDCS, U.S. Department of State, 2201 C Street NW., HST, Room 1821, Washington, DC 20520, Fax: (202) 647-8194.