**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** | | |
| **IC Executive Officer** |  |  | |
| Typed Name | Signature | Date | |
| **Head of the Contracting Activity**  Diane J. Frasier |  |  | |
| Name | Signature | Date | |
| **Deputy Director for Management**  Colleen Barros |  |  | |
| Name | Signature | Date | |