**Attachment D: Promotional Item Approval Form**

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

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

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| **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 |