

**U.S. Department of Justice**

**Gift Acceptance Form**

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**NOTE:** This form cannot be used for gifts valued over **\$150.00**. Please send the complete form to Justice Management Division/Facilities and Administrative Services Staff e-mail box: [PPSInventory@usdoj.gov](mailto:PPSInventory@usdoj.gov) or click

**The following gift was presented to the U.S. Department of Justice, or to an employee of the U.S. Department of Justice:**

Donor	Recipient	Agency	Description	Gift Received From Domestic/ Foreign Entities	Qty.	Estimated Cost	Date Rec'd

Please indicate below any matters pending or likely to arise in the future that might involve the donor:

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I have determined that the above gift is appropriate for use by or display within the component. This gift was not solicited.

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Name of component head/designee

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Signature and Date

Concurrence by component Deputy Designated Agency Ethics Official (DDAEO)

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Name of DDAEO

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Signature and Date