



UNITED STATES DEPARTMENT OF THE INTERIOR
**Volunteer Monetary Award
Certification**

This Award Is Presented to: _____
(Recipient's Name)

In the Gross Amount of \$ _____

JUSTIFICATION Required for monetary awards.

APPROVED BY: _____
Project Leader/Manager Date Telephone Number (including Area Code)

ADDITIONAL SIGNATURES

[As required by Bureau delegations]

Supervisor* Date

*Second Level approval is required when giving a monetary award to a family member of any Service employee or when the amount of the award exceeds \$100.

FINANCIAL ACTION RECORD This record is to initiate payment, accounting and tax transactions for volunteer awards. Do not complete for Honor Awards.

Recipient Name: _____ Social Security Number: _____

Budget Object Class Code: 118A
Organization Code: _____
Subactivity: _____

Disposition of this form: Original to finance office, copy to recipient.

Note: Information on this form is protected by the Privacy Act. Disclosure may be made only to authorized persons according to Title 5 U.S.C., Section 552a(b).