



Figure: 16 TAC 20.201(c)

NOTICE OF GIFT TO
RAILROAD COMMISSION OF TEXAS
PURSUANT TO 16 TAC 20.201

Please complete this form and include all information requested. Attach additional sheets of paper if necessary.

Donor/Gift Information:

Donor's Complete Legal Name _____ Date Form Completed _____

Address _____ Telephone _____ Fax _____

Description of intended gift (include serial or identification numbers, distinguishing features, etc.):

Estimated value of gift \$ _____ Date on which gift will be delivered or available to RRC _____

How will gift assist the Railroad Commission in carrying out its duties? (Check all that apply.)

- Supplies or equipment to be used in research or training program
- Facilities for training classes, marketing seminars, or similar events
- Travel, registration fees, or other expenses (not honoraria) to attend a meeting or conference at which the employee (check one) will will not be a speaker
- Equipment, expertise, or services to assist the Railroad Commission in implementing or maintaining electronic systems for communication, filing, payment, etc.
- Books or other reference materials
- Other (please explain) _____

Contested Case Status:

1. Is the donor a party in a contested case currently pending before the Railroad Commission? Yes No (Circle one.) If yes, list docket number, style, and filing date of every pending contested case in which the donor is a party: _____

2. If the donor has been a party in a contested case which has been completed, list the docket number, style, and final order date of the case. If the donor has been a party in more than one contested case, provide the requested information for the most recently-completed case. _____

3. If the donor has never been a party in a contested case before the Railroad Commission, check here:

4. Should the party status of the donor change prior to the date the Commission accepts the intended gift, I agree to notify the Commission immediately.

Signature of Donor or Authorized Representative

Printed Name of Donor or Authorized Representative

FOR RRC USE ONLY
(Circle yes or no on each question.)

Division Director Review:

1. Is the stated purpose for the gift accurate? Yes No If not, explain: _____
2. Is estimated value of gift accurate? Yes No If not, explain: _____
3. Other information: _____
4. Division Director recommends acceptance of gift: Yes No If no, briefly explain: _____

Office of General Counsel Review:

1. Is the information regarding donor's contested case status correct? Yes No If not, what is correct status? _____
2. If donor is or was a party in a contested case, has at least 30 days passed since RRC order became final under Tex. Gov't Code, §2001.144? Yes No If no, what is earliest date gift could be accepted? _____

Director of Finance and Administration Review:

A. For gifts of any value:

1. Is all required information provided? Yes No If not, specify the information needed and indicate date donor notified. _____
2. Does gift meet terms of RRC rule 20.201? Yes No If not, briefly explain: _____
3. Should RRC accept the gift? Yes No If not, briefly explain: _____
4. If all answers are yes, sign and date below. For gifts valued at less than \$500, send copies of this completed and signed form to donor, division director, Director of Finance and Accounting Division, and Office of General Counsel. Date sent: _____
For gifts valued at \$500 or more, follow the additional steps in "B" below.

B. In addition to the steps under "A" above, for gifts valued at \$500 or more:

1. Post item with Secretary of State for Commission discussion and acknowledgment at open conference. Conference date: _____
2. Prepare acknowledgment form and include with conference notebook materials.
3. Date Commission signed acknowledgment: _____ (Attach copy of acknowledgment to this form.)
4. Send copies of this completed and signed form with a copy of the signed Commission acknowledgment to donor, division director, Director of Finance and Accounting Division, and Office of General Counsel. Date sent: _____

Acceptance of Gift:

Date gift received _____ Date file closed _____

Director of Finance and Administration

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