



## United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

MAR 29 2012

### Memorandum

To: Heads of Bureaus and Offices

From: Pam Haze *Pamela Haze*  
Deputy Assistance Secretary - Budget, Finance, Performance and Acquisition

Subject: Restriction on the Purchase of Promotional Items

Executive Order (EO) 13589, *Promoting Efficient Spending*, dated November 9, 2011, directs Federal agencies to limit the purchase of promotional items (e.g., plaques, clothing, and commemorative items) in order to reduce costs. This includes the purchase of promotional items for distribution at meetings and conferences, as well as the purchase of these items for any other use. In order to implement the EO, effective immediately, bureaus and offices must not purchase promotional items with Federal funds unless there is a compelling business and mission-related rationale and it is cost-effective to do so. In order to evaluate the impact of this policy and determine the extent to which bureaus/offices are purchasing promotional items, all purchases of promotional items must be supported by a written justification, approved by the bureau or office head, which explains why the purchase is appropriate, necessary, and cost-effective. This responsibility may not be delegated beyond the Bureau Procurement Chief in each bureau/office. Bureaus and Offices should establish appropriate processes, procedures and controls over promotional item spending.

This restriction does not apply to non-monetary awards for employees and volunteers although bureaus and offices should exercise fiscal prudence in their use of non-monetary awards. In addition, this restriction does not apply to items purchased to be used as gifts to foreign officials, in the interests of diplomacy and protocol. However, bureaus and offices should keep costs incurred for this purpose to a minimum. In addition, for tracking purposes, all purchases of promotional items must be reported quarterly, by the 15<sup>th</sup> day of the month following the quarter close, to the DOI Director, Office of Acquisition and Property Management with a copy of the approved justification(s).

Please contact Pam Haze at (202) 208-4775, Mary Pletcher at (202) 208-4505 or Debra Sonderman (202) 254-5563 with any questions about this guidance.

cc: Assistant Secretaries  
Bureau Chiefs of Staff  
Chief Financial Officers  
Heads of Contracting Activities  
Bureau Procurement Chiefs