



**ORF AUTHORITY LETTERHEAD**  
**XXXX DEFENSE PENTAGON**  
**WASHINGTON, DC 20301-XXXX**

MEMORANDUM FOR DIRECTOR, FINANCIAL MANAGEMENT  
DIRECTORATE, WHS

SUBJECT: Request for Official Representation Funds

The [identify ORF authority, e.g. “Under Secretary of Defense for XXXX (USD (XXX))”] has approved the use of official representation funds (ORF) for [state purpose(s) of expenditure(s), such as breakfasts, working lunches and snacks during (identify event eligible for ORF)] at the Pentagon on [insert date(s)].

[If the ORF authority will not host and attend, identify who is delegated the authority to do so, e.g. “The USD (XXX) has delegated [insert name] to host and attend the event on [her/his] behalf”].

In accordance with DoD Instruction (DoDI) 7250.13, ORF must extend official courtesies to guests of the DoD and for the purpose of maintaining the standing and prestige of the United States and the DoD. As such, [describe what will be provided and why].

Request approval of ORF [not to exceed] \$X,XXX.00 to cover the [estimated] expenses associated with [list items to be purchased].

Date: [Month Day, Year]

[Use table format or other format as appropriate]

[Identify item or quantity]

[Itemized costs]

The disbursing agent for this event is [insert name, office symbol, and phone number]. The final list of attendees and actual cost breakdown will be provided after the event. The authorized guests have been determined to be distinguished and prominent citizens of the United States who have made significant contributions to DoD and our Nation, in accordance with DoDI 7250.13. My point of contact for this request is [provide name, office symbol, and phone number].

[Signature block of ORF authority or official delegated authority to sign ORF requests]

Attachments:

[Attendee list identifying authorized guests and DoD employees]

[Event agenda/schedule]