



CONTACT INFORMATION FORM

Please send completed forms to Evan Strandberg at estrandberg@genevausa.org

Site Information			
All fund requests shall be processed through the POC and Acknowledging Authority (and if required, the Department/Service Chief).			
Facility Name:			
Department/Service:			
Point of Contact (POC)			
Please specify the designated Point of Contact (POC) for the Department/Service. This person will serve as the contact between The Geneva Foundation and the Department/Service.			
Previous POC Name:		Rank/GS Level:	
NEW POC Name:		Rank/GS Level:	
Phone #:		Fax #:	
Email Address:			
Acknowledging Authority			
The Acknowledging Authority is the Department/Service Chief or someone designated by the Chief to acknowledge expenditures/gifts from department Reserve Funds.			
Previous Acknowledging Authority Name:		Rank/GS Level:	
New Acknowledging Authority Name:		Rank/GS Level:	
Phone #:		Fax #:	
Email Address:			
New Acknowledging Authority Signature:			

Geneva Use Only:			
Internal Reference Number:		Date Updated	