

# APPENDIX F

## United States Mint Assignment and Release

In consideration of the opportunity to submit Designs under this Task Order to be considered for use as a basis for the \_\_\_\_\_, and for the total sum of \$\_\_\_\_\_ in accordance with Contract No. \_\_\_\_\_, in respect of any or all Designs I submit, even if the Designs or drafts were prepared before signing this Assignment and Release or are not ultimately used by the United States Mint, I hereby assign to the United States Mint all right, title and interest in and to the Designs (including drafts or revisions) I deliver to the United States Mint (and descriptions and any other materials I deliver relating to the Designs), including all renewals and extensions, in perpetuity. An image of each Design is attached hereto. The title and description of each Design (for identification purposes) is as follows:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

(Continue on separate sheet as necessary)

I understand that I will not retain any rights in these designs or drafts, and will not be able to use or allow others to use them (or designs substantially similar to them) without specific written permission from the United States Mint in its sole discretion. I acknowledge that without such permission I will not be able to display these Designs or drafts on a web site, or license them for use by any third party. I further acknowledge that I will not be able to use or license a version or draft of a Design that is not ultimately used by the United States Mint, even if it existed before I signed this Assignment and Release or one covering any revision.

In addition to the other warranties contained in the Contract and in the Task Order, I warrant that –

- a. the Designs comply with all the terms and conditions of the Contract and Task Order;
- b. each Design is my own original work, not previously published, and not copied from other works;
- c. if a Design incorporates any intellectual property or affects any rights of any third party, I have received in writing such third party's permission to include without compensation their property in or affect their rights with such Design as delivered and as it may be altered in connection with creation and use of the Coin or Medal, together with the right to make the grant of rights contained herein;
- d. that the Designs do not infringe or violate the rights of any other person or entity;
- e. that if the Designs are based on a living person, I have received in writing such party's permission for the unrestricted use without compensation of their name and likeness in such Design as delivered and as it may be altered in connection with creation and use of the Coin or Medal (including without limitation promotion, merchandising, and any

other use in connection with the Coin or Medal), together with the right to make the grant of rights contained herein;

- f. I am fully authorized and legally competent to sign this Assignment and Release.

I agree to indemnify the United States government against any claim for breach or for infringement of copyright or other third party rights related to the Designs or their use. I also waive and agree not to enforce any "moral rights," including rights of attribution and integrity in the Designs and drafts, or any other rights relating to the artistic integrity of visual works to the extent they pertain to the Designs as they may be used or modified.

I waive and acknowledge that I will not have any right to inspect and/or approve any final Coin or Medal design, finished product and any advertising, marketing, promotional material or merchandising materials that may be created in connection with any use of the Designs. I also release and hold harmless the United States Mint, the United States government, and their agents and assigns, from any claims and/or liability relating to any use of the Designs. I understand that it is possible that the Designs may not be used in the final Coin or Medal design.

I hereby certify that I have read and understand the terms of this Assignment and Release, and that there are no other conditions, promises or understandings between me and the United States government concerning this Assignment and Release.

This Assignment and Release will be governed by applicable United States federal law.

Signature and date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Additional Space for writing:**

The title and description of each Design (for identification purposes) is as follows:

Attachment G-2

**UNITED STATES MINT CONTRACTOR TRAVEL VOUCHER**

TRAVELER'S NAME \_\_\_\_\_ CONTRACT# \_\_\_\_\_

DATE OF DEPARTURE \_\_\_\_\_ DEPART FROM \_\_\_\_\_

DESTINATION \_\_\_\_\_ DATE TRAVEL COMPLETED \_\_\_\_\_

LODGING COST PER NIGHT \_\_\_\_\_ M&IE RATE\* \_\_\_\_\_

\*The M&IE Rate is limited to 3/4 of the amount for the first and last days of travel.

TRANSPORTATION COSTS (Mode: airfare, train, automobile, taxi, subway, limousine, etc.)

DATE	FROM	TO	MODE	COST
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

**A. TOTAL TRANSPORTATION COST:** \$ \_\_\_\_\_

MISCELLANEOUS COSTS (car rental, parking, business communications, ie., phone, fax, etc)

DATE	DESCRIPTION	COST
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

**B. TOTAL MISCELLANEOUS COST:** \$ \_\_\_\_\_

**C. TOTAL LODGING COST** \$ \_\_\_\_\_

**D. TOTAL M&IE COST** \$ \_\_\_\_\_

**TOTAL COST OF TRAVEL (A,B,C&D)** \$ \_\_\_\_\_

TRAVELER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**(Receipts required for hotel, transportation (air & rail) & miscellaneous costs over \$75. If additional space is needed, mark an "X" on this line and write on the back of this sheet).**

**Additional space (if needed)**



DEPARTMENT OF THE TREASURY  
UNITED STATES MINT  
WASHINGTON, D.C. 20220

Date:

Subject: Contract Closeout and Release

Dear \_\_\_\_\_,

A review of the following contract/purchase order number: \_\_\_\_\_ between the United States Mint and your company indicates that the applicable contract/purchase order

has been fulfilled, all services have been received and accepted by the United States Mint and all invoices have been paid and now is being processed for closeout. If checked please proceed to **Confirmation of Final Payment** for signature.

has not been fully liquidated.

The period of performance on reference contract/purchase order ended on \_\_\_\_\_

It is requested that you check your records to verify that all payments (including the final payment) has been received for the contract/purchase order(s) in question. If you need a copy of the subject contract/purchase order, please advise the appropriate Contract Specialist and/or Contracting Officer. If your company has determined that all payments have been received or if your company has determined that additional payments are required, please check the applicable box below, sign and return this letter to the United States Mint.

In the event that your company determines that all payments have been received, you agree (by signing this letter to release and discharge the United States Mint, its officers, agents, and employees, of and from all **known** liabilities, claims and demands associated with or arising under the contract, except the following specific claims or monies due in the below stated amounts, or in estimated amounts, where the amounts are not susceptible of exact statement by the contractor.

Further, you agree to assign, transfer, and release to the United States Mint all right, title, and interest to any and all refunds, rebates, credits, or other amounts (including any interest thereon) arising out of the performance of the purchase order or contract, together with all the rights of action, accrued, or which may thereafter accrue thereunder, and agrees to take whatever action may be necessary to effect prompt collection of all refunds, rebates, credits or other amounts (including any interest thereon) due or which may become due, and to promptly forward to the United States Mint, checks for any proceeds so collected, and, agrees to cooperate fully with the

United States Mint as to any claim or suit in connection with any refunds, rebates, credits or other amounts due (including any interest thereon).

In the event your company determines that a balance is due, submit a final invoice (including all outstanding balances due) to the address shown in your contract's payment clause (G-108) **within 30 days** of receipt of this letter. The United States Mint will audit any additional invoicing to determine appropriateness of amounts claimed.

Your failure to respond within 30 days will be interpreted to mean that you are not entitled to any further payments. Therefore, the contract/purchase order will be closed and additional payments cannot be made against it. Once this is done, there is no means to reopen the contract/purchase order(s), thus no further payments can be made against that contract/purchase order(s).

In the event your company cannot submit a final invoice within the 30-day period, submit a notice indicating the rationale why this cannot be accomplished to the appropriate Contract Specialist and/or Contracting Officer **within 15 calendar days** of receipt of this letter.

Please check the appropriate box below (based upon the circumstance).

**CONFIRMATION OF CONTRACT FINAL PAYMENT**

I, \_\_\_\_\_, being a duly authorized representative of \_\_\_\_\_ do hereby certify that we have received all payments for work performed under the following purchase order(s) or contract:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**FINAL INVOICE SUBMISSION**

I, \_\_\_\_\_, being a duly authorized representative of \_\_\_\_\_ have reviewed the payments received, to date, under the above contract/purchase order and do hereby certify that additional payment is due and am submitting a final invoice for full and complete compensation.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**FOR OFFICIAL GOVERNMENT USE ONLY**

---

**CONTRACTING OFFICER DECISION**

In response to the request to deobligate/close out remaining funds for the above contract / purchase order and after a review of all supporting documentation, the CO has determined that the contract/purchase order will:

Be Deobligated/Closed Out

Remain Open (with explanation)

Date of Execution: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_