# U.S. GSA Form gsa-1321

# CONVERSATION WITH MEMBER OF CONGRESS OR MEMBER'S STAFF

| 1. TO: OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS (S) | 2. TIME | 3. DATE |
|---|---|---|

4. TYPE OF CONTACT

☐ VISIT ☐ TELEPHONE

| 5. NAME AND TITLE OF MEMBER OF CONGRESS | 6. HOME STATE |
|---|---|
| | 7. TELEPHONE NUMBER |

8. SUBJECT

9. SUMMARY OF CONVERSATION

10. FURTHER ACTION REQUIRED

☐ YES *(Explain)* ☐ NO

| 11. NAME AND SIGNATURE OF PERSON HAVING CONVERSATION | 12. CORRESPONDENCE SYMBOL |
|---|---|
| | 13. TELEPHONE NUMBER |

| 14. SIGNATURE OF REVIEWING OFFICIAL | 15..TITLE | 16. DATE |
|---|---|---|