

INSTRUCTIONS FOR PREPARATION OF SURETY BOND (DA FORM 4881-3-R)

Note. The lettered blank portions of the surety bond are to be completed as specified in the following paragraphs with the same letters:

- (a) Enter the name of the Federal agency, authority (local governmental body), or special activity which borrowed the Army materiel, or is providing the bond.
- (b) Further identify the borrower by entering here the type of activity that it is; e.g., Federal agency, civil government, corporation (Boy Scouts of America), etc.
- (c) Enter the name of the city.
- (d) Enter the name of the State.
- (e) Enter the amount of the bond.
- (f) Enter the number of days, or period, for which loan of the materiel is authorized.
- (g) Enter the date on which the loan agreement between the borrower and the US Government was signed.
- (h) Enter rate of interest paid on the bonds.
- (i) Enter date on which bonds are due for redemption.
- (j) Enter name of the Army installation (e.g., Fort Hood, TX) or US Army number (e.g., Fifth US Army) at which the servicing Finance and Accounting Office is located.
- (k) Enter date on which bond is signed.
- (l) Enter month in which bond is signed.
- (m) Enter year in which bond is signed.
- (n) Enter title of the borrowing activities' chief executive; e.g., governor, chief scout executive, national commander VFW, etc.
- (o) Enter, if appropriate, the names and title of the comptroller or treasurer of the borrowing activity.
- (p) Enter name of person witnessing signature.
- (q) Enter address of person witnessing signature.
- (r) Enter the name of the county in which the power of attorney is being signed.
- (s) Enter the name of the State in which the Power of Attorney is being signed.
- (t) Enter name of the borrowing activity's chief executive.
- (u) Enter date on which the power of attorney is signed.
- (v) Enter month in which power of attorney is signed.
- (w) Enter year in which power of attorney is signed.
- (x) Signature of Notary Public.
- (y) Enter date that the Notary Public's commission expires.