

DONATION ACCEPTANCE FORM

Date of Donation:			
Department Receiving Donation:			
Donor Name:			
Donor Address:			
City, State:		Zip:	
Phone:		Email:	

Value of Donation:	Cash \$ _____	Non-Cash \$ _____
<i>For donations of supplies/equipment, please give a description of the items donated. (Model number, serial number, brand, etc.)</i>		
If Donation involves additions or modifications to a City facility or grounds, complete the Request to Modify Grounds Section on Page 2 of this form.		

***** APPROVAL REQUIRED FOR ALL DONATIONS *****

Per City Policy :

1. The City delegates the authority to accept unsolicited gifts on behalf of the City.
2. Gifts acceptance should comply with City Policy.
3. **Regardless of cost**, donations of the following items shall be reviewed by the Finance Department and other departments as applicable:
 - a. Computer and technology equipment;
 - b. Contracted services;
 - c. Equipment that requires additional electrical capacity or additional space; and
 - d. **Additions, removal or modifications of any City facilities, structures or grounds.**
4. Once accepted, a gift becomes the sole property of the City.
5. **ALL donations shall comply with City Policy (see *Criteria for Acceptance*).**

	Print Name	Signature	Date	Approved	Denied
Director					
Asst.					
Facilities/Technology					
Other <i>(if applicable)</i>					

Finance Director					
Board Approval Date (if applicable)					

REQUEST TO MODIFY /GROUNDS

RELATED TO DONATIONS

MODIFICATIONS REQUESTED:

Area(s) to be modified	Specific Modifications Requested

WORK TO BE COMPLETED BY:

		Please Describe:
City Facilities Dept.	<input type="checkbox"/>	
City Staff	<input type="checkbox"/>	
Other Please describe	<input type="checkbox"/>	



For Internal Use Only	
Projected TOTAL cost of modifications:	\$
Projected maintenance and upkeep cost of modifications:	\$