



## Gift Acceptance Form - Form D

To: Finance Officer

From department:

**Description of gift** (including value of gift, date received, and special conditions related to acceptance of gift, if any)

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**Name & address of entity or person making gift:**

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**Status of entity or person making gift:**

Principal:	Yes	No	Principal lobbyist:	Yes	No
City Vendor:	Yes	No	Other interested person:	Yes	No

**If yes to any of the above, please provide further information about giver's status:**

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**Certifications (please initial):**

	The gift will be used by the department to fulfill an authorized function or duty;
	Any gift is consistent with the department's plans for its programs and projects;
	The gift is directly related to, and will be expended solely for, a discrete program and/or purpose; and
	The gift is consistent with the Policy on Solicitation and Acceptance of Gifts on Behalf of the City for City Purposes.

**Funding strings for revenue and expense appropriation increases:**

Revenue:		
Expense:		
Form prepared by:		
	Name	Position