

	City of St. Helena Policy Finance	Policy Donation Policy P-FI-0020
		Page 2 of 4

CITY OF ST. HELENA - DONATION ACCEPTANCE FORM

Name of Donor: _____

Address: _____ City: _____ State: _____ Zip: _____

Description of Donation: Cash donation to support the construction of two gates at the pickleball courts at Crane Park

Donor estimate of current value: _____

Potential immediate/initial acquisition or installation cost, on-going maintenance or replacement cost:

Total acquisition cost of \$6,000.00

Intended use: Construction of two gates at Crane Park Pickleball courts

Conditions of acceptance or donor designation:
None

Remarks:
None

City Department receiving donation: Parks and Recreation

APPROVED ☐ DISAPPROVED ☐

Date _____ Department Head Signature _____

Date _____ City Manager Signature _____

Date Submitted to Council _____ Date Approved by Council/Resolution No. _____

	City of St. Helena Policy Finance	Policy Donation Policy P-FI-0020
		Page 4 of 4

CITY OF ST. HELENA - DONATION AND GIFT POLICY ACKNOWLEDGEMENT

I have received and read the City of St. Helena Donation and Gift Policy P-FI-0020 and understand its provisions. I further understand that when I sign this acknowledgement form it will be placed in my personnel file.

Employee (PRINT name)

Signature

Date: