



### **Policy and Management Donations Policy**

The City Manager can accept donations up to \$20,000 provided the following criteria is met:

- A. The donation of the item or funds for a designated purchase is consistent with existing City policy, program outcomes and City or department goals.
- B. The restrictions on the use of the item or funds make it practical to accept.
- C. The restrictions on the disposal or retention of the item or funds make it practical to accept.
- D. The acceptance of the item or funds does not create a conflict of interest or perceived conflict of interest for the City or its employees.
- E. The acceptance of the item will not result in an unacceptable increase to the City's budget.
- F. The acceptance of the item will not result in the purchase of additional items to make the donated item useful.

Attached is a PDF file of the form used by staff to help determine whether the above criteria are met.

The Resolution regarding this was approved on March 16, 2020 by the City Council.

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Donor/Business Name  
(Print Name)

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Donor  
(Signature)

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Date



## In-Kind Donation Receipt

### Company / Individual information

Company/ Organization:	
Name:	
Address:	
Phone/Cell:	
Email:	N/A

**Donation Type** (please circle one): **In Kind Goods** / Monetary

<b>Item Description:</b>
Estimated Worth:

### Company / Individual information

Delivery or Pick Up:	<b>Delivery</b>
Pick Up Address:	Police Department
<i>All deliveries go to City BH Warehouse: 9357 West Third Street, Beverly Hills 90210</i>	
Expected P/D Date:	
Received Date:	

\_\_\_\_\_  
**Donor/Business Name**  
(Print Name)

\_\_\_\_\_  
**City Staff**  
(Signature)

\_\_\_\_\_  
**Donor**  
(Signature)

\_\_\_\_\_  
**Date**