

**Gift to Agency Report**

**A Public Document**

GIFT TO AGENCY REPORT

<b>1. Agency Name</b>		Date Stamp	<b>California Form 801</b> For Official Use Only
Division, Department, or Region (if applicable)			
Street Address			
Area Code/Phone Number	E-mail	<input type="checkbox"/> <b>Amendment</b> (explain in comment section) <b>Date of Original Filing:</b> _____ (month, day, year)	
Agency Contact (name and title)			

**2. Donor Name and Address**

Individual \_\_\_\_\_  Other \_\_\_\_\_

Last Name                      First Name                      Name

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

If "Other" is marked, describe the entity's business activity (if business) or its nature and interests.

If applicable, identify the name of each source and the amount(s) solicited or received by the donor for this gift:

_____	\$ _____	_____	\$ _____
Name	Amount	Name	Amount

**3. Payment Information**

**Date and Amount of Payment** (other than travel) 11/01/19 \$ 200.00  
 (month, day, year) (Round to whole dollars)

**Travel Payment Information** (Round to whole dollars) **Location of Travel** \_\_\_\_\_

_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Date(s) of Travel	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses	Total Expenses

**Provide a specific description of the nature and use of the payment for official agency business:**


Registration for CEDAW luncheon on 11/01/19.

**Identify the officials for whom the payment was used:**

<u>Jeffers</u>	<u>Michelle</u>	<u>CPP Chief</u>	<u>SFPL</u>
Last Name	First Name	Title	Department/Division
_____	_____	_____	_____
Last Name	First Name	Title	Department/Division

**4. Verification**

I have determined that it is in the interests of the agency to accept this gift and use it for the official agency business described above.

	<u>Maureen Singleton</u>	<u>Chief Operating Officer</u>	<u>11.4.19</u>
Signature of Agency Head or Designee	Print Name	Title	(month, day, year)

Comment: (Use this space or an attachment for any additional information.)