

Gift to Agency Report

A Public Document

GIFT TO AGENCY REPORT

1. Agency Name City of Palo Alto		Date Stamp	California Form 801 For Official Use Only
Division, Department, or Region (if applicable) City Manager's Office - 7th Floor			
Street Address 250 Hamilton Avenue, Palo Alto CA 94301			
Area Code/Phone Number 650.329.2280	E-mail ed.shikada@cityofpaloalto.org	<input type="checkbox"/> Amendment (explain in comment section) Date of Original Filing: <u>1/18/2019</u> (month, day, year)	
Agency Contact (name and title) Ed Shikada, City Manager			

2. Donor Name and Address

Individual _____ Other San Francisco State University Extension

Last Name: _____ First Name: _____ Name: _____
 Address: _____ City: San Francisco State: CA Zip Code: 94103

Visit from undergraduate students from multiple Australian universities on 1/18/19.

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) _____ \$ _____
 (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:

Identify the officials for whom the payment was used:

_____	_____	_____	_____
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 off cial agency business described above.


 _____ Ed Shikada _____ City Manager _____ 2/1/19
 Signature of Agency Head or Designee Print Name Title (month, day, year)

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

BOTTLE OF WINE, FLOWERS, COOKIES, AND CANDY