



DONATION AGREEMENT FORM

SECTION 1: DONOR INFORMATION

Donor(s) Name: _____

Donor(s) Address: _____

SECTION 2: DONATION CLASSIFICATION

The undersigned donor(s) hereby donates to the City of Poulsbo, Washington the amount of \$ _____ which said donation shall be considered accepted upon approval from the Mayor and receipt of the funds by the City. This monetary donation is intended for _____.

OR

The undersigned donor(s) hereby donates _____ with a fair market value of \$ _____ which said donation shall be considered accepted upon approval from the Mayor and receipt of the item(s) by the City.

Please attach any receipts or documentation establishing the fair market value amount.

SECTION 3: PURPOSE OF DONATION

The City represents that it is a duly organized and existing municipal corporation of the State of Washington and that the donated funds will be used to the extent possible only for the following public purposes: *(Attach a separate statement if more space is required.)*



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The City of Poulsbo will make all reasonable efforts to fulfill the specific purpose(s) as outlined in the previous section for this donation. If the specified donation purposes are not feasible, substitutions for the purposes will be made. The donated funds will be managed and accounted for by the City of Poulsbo in accordance with the Poulsbo Municipal Code.

For IRS purposes, this agreement serves as written acknowledgment of your donation. The City of Poulsbo did not provide you any goods or services in consideration for this donation.

SECTION 4. DONOR SIGNATURE(S)

Donor Signature

Date

SECTION 5. ASSIGNED DEPARTMENT APPROVING SIGNATURE

Assigned Department Signature

Date

SECTION 6. FINANCE DIRECTOR APPROVING SIGNATURE

Finance Director's Signature

Date

SECTION 7. MAYOR APPROVING SIGNATURE

Mayor's Signature

Date