

Gift to Agency Report

A Public Document

GIFT TO AGENCY REPORT

1. Agency Name City of Palo Alto		CITY OF PALO ALTO, CA CITY CLERK'S OFFICE Date Stamp 18 MAR -7 AM 11:00	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 650.329.2105	E-mail james.keene@cityofpaloalto.org	<input type="checkbox"/> Amendment (explain in comment section)	
Agency Contact (name and title) James Keene		Date of Original Filing: 03/05/2018 <i>(month, day, year)</i>	

2. Donor Name and Address

Individual _____ Other Yangpu, Shanghai District Delegation

Address _____ City _____ State _____ Zip Code _____

Sister City Yangpu, Shanghai District, China Delegation Visit

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

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 official agency business described above.

James Keene James Keene City Manager 3-5-18
Signature of Agency Head or Designee Print Name Title (month, day, year)

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

DECORATIVE PLATE, INFORMATIONAL BOOK, TOTE BAG, AND PASSPORT BAG