### Gift to Agency Report

**1. Agency Name**
City of Palo Alto

**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

**Agency Contact (name and title)**
James Keene

#### 2. Donor Name and Address

<table>
<thead>
<tr>
<th>Individual</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Yangpu, Shanghai District Delegation</td>
</tr>
<tr>
<td>First Name</td>
<td>Name</td>
</tr>
</tbody>
</table>

**Address**
Sister City Yangpu, Shanghai District, China Delegation Visit

**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:**

<table>
<thead>
<tr>
<th>Name</th>
<th>$</th>
<th>Amount</th>
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</tbody>
</table>

#### 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)**

<table>
<thead>
<tr>
<th>Date(s) of Travel</th>
<th>Location of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>$(Round to dollars)</td>
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</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Title</th>
<th>Department/Division</th>
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#### 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.

**Signature of Agency Head or Designee**

**Print Name**

**Title**

**City Manager**

**Date (month, day, year)**

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

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