

Gift to Agency Report

A Public Document

GIFT TO AGENCY REPORT

1. Agency Name		Date Stamp CITY OF TUSTIN 2009 MAY -5 P 4: 03	California Form 801 For Official Use Only
City of Tustin			
Division, Department, or Region (if applicable)			
Street Address			
300 Centennial Way, Tustin, CA 92780			
Area Code/Phone Number	E-mail	<input type="checkbox"/> Amendment (explain in comment section) Date of Original Filing: _____ (month, day, year)	
(714) 573-3010	cshingleton@tustinca.org		
Agency Contact (name and title)			
Christine Shingleton, Assistant City Manager			

2. Donor Name and Address

Individual O'Toole Nancy Other _____

Last Name First Name Name

1161 Drayton Avenue Tustin CA 92780

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) 5/5/09 \$ \$400.00

(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:

Library Donation

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.

	<u>Christine Shingleton</u>	<u>Assistant City Manager</u>	<u>5/5/09</u>
Signature of Agency Head or Designee	Print Name	Title	(month, day, year)

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