

Gift to Agency Report

A Public Document

GIFT TO AGENCY REPORT

1. Agency Name

SACRAMENTO SUBURBAN WATER DISTRICT

Date Stamp

California Form 801

For Official Use Only

Division, Department, or Region (if applicable)

Street Address

3701 Marconi Ave, Suite 100, Sacramento, CA 95821

Area Code/Phone Number

916.972.7171

E-mail

feedback@sswd.org

Amendment (explain in comment section)

Date of Original Filing: (month, day, year)

Agency Contact (name and title)

Annette O'Leary, Manager, Administrative Services

2. Donor Name and Address

Individual

Other

Irrigation Consultaion & Evaluation

Last Name

First Name

Name

1203 Champion Oaks Drive

Roseville

CA

95661

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)

12/21/2009 (month, day, year)

\$ 20.00 - 1 tin of assorted nuts & 1 box of chocolates (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:

Holiday Gift

Identify the officials for whom the payment was used:

Marconi Office Staff

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.

Original signed by

Robert Roscoe

Robert Roscoe

General Manager

12/21/2009

Signature of Agency Head or Designee

Print Name

Title

(month, day, year)

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