Gift to Agency Report

A Public Document

GIFT TO AGENCY REPORT

California Form 801

For Official Use Only

Date Stamp

1. Agency Name

SACRAMENTO SUBURBAN WATER DISTRICT

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

Agency Contact *(name and title)*

Annette O'Leary, Manager, Administrative Services

☐ **Amendment** *(explain in comment section)*

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

2. Donor Name and Address

☐ Individual _____ (Last Name) _____ (First Name)

☒ Other Union Bank Corporate Trust Dept. (Name)

350 California St., 11th Floor (Address) San Francisco (City) CA (State) 94104 (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)* 12/28/2009 *(month, day, year)* $ 15.00 - 1 box of cookies *(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 siogned by Robert Roscoe (Signature of Agency Head or Designee) Robert Roscoe (Print Name) General Manager (Title) 12/29/2009 *(month, day, year)*

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