REQUEST FOR COUNCIL APPROVAL
TO ACCEPT DONATIONS

Any department receiving a donation, whether cash, merchandise or in-kind, should complete this form and forward to Emily McClain in the Finance Department for inclusion in the City Council agenda. The City Council must approve acceptance of all donations. To avoid sending multiple requests to the Council, the Finance Department prepares a monthly agenda item listing all donations received.

				Budget Adjustments, if Required	
Date of Request	**Donation Received From**	**Donation to**	**Donation Amount or Description**	**Revenue Code**	**Expenditure Code**
9-15-16	Josie Davis (Praise Break)	Bloomington Community Access TV	$20.00 for member snacks	260604-49999	