



**CITY OF ATLANTA BOARD OF ETHICS
Gift to City Report**

*To be completed by city officials or employees who accept a gift on behalf of the City of Atlanta
Due December 31 of the year in which the gift is received*

PART ONE: IDENTIFYING INFORMATION

(1) Name _____
 First Middle Last

(2) Select the primary role in which you are filing this report.

- City elected official
- City employee
- Board member or hearing officer
- Neighborhood planning unit (NPU) officer
- Executive director

(3) City Elected Officials. What is your position as a city elected official?

- Mayor
- Council President
- City Council Member
- Municipal Court Judge

(4) a. City Employees. What is your position with the City?

- Chief or Deputy Chief Operating Officer; Chief or Deputy Chief of Staff
- Commissioner, Department head, or its equivalent
- Deputy Commissioner, Deputy Department head, or its equivalent
- Employee in the Mayor's office who reports directly to the Mayor
- Other city employee

b. Specific city job title _____

(5) What is the name of the city department or office receiving the gift?

(6) What is the name of the city board, commission, or agency receiving the gift?

(7) Which neighborhood planning unit is receiving the gift?

PART TWO: GIFT TO CITY OF ATLANTA. *Report each gift separately.*

(8) a. What is the gift or donation?

- Check
- Cash
- Gift card or certificate
- Other (describe below)

b. Describe any gift or donation other than a check, cash, or gift card.

(9) List the full name and address of the person or entity donating the gift. *Do not abbreviate.*

Name _____

Address _____

City _____ State _____ Zip Code _____

(10) List the recipient. *List the board, office, department, or individual receiving the gift. Do not abbreviate.*

(11) What is the value of the gift? *Obtain the dollar amounts from the donor; if dollar amounts are unavailable, provide a good faith estimate*

(12) When was the gift received? *(mmddyyyy)* _____

(13) Describe the purpose for the gift. *List the program, project, event, or other reason for which the donation was made.*

PART THREE: SIGNATURE.

You must sign your statement to complete it.

I affirm that I have reviewed the information contained in this report and, to the best of my knowledge, it is a true, accurate, and complete report of gifts that my agency or I received on behalf of the City of Atlanta.

Signature _____ Date _____