



Donation Tracking Form

Please complete SECTIONS I – V and forward the form to the Grant Acquisition Coordinator assigned to your Department or Division. If you have questions, call 801-535-7744 or 801-535-6478.

SECTION I – DONATION TYPE

A. Check All That Apply:

- Money or Negotiable Securities – Non Capital Amount: \$ _____ One-Time Multi-Year
- Money or Negotiable Securities – Capital Amount: \$ _____ One-Time Multi-Year
- Real Property
- Non-Monetary (In-Kind) Estimated Value: \$ _____ Date Received: _____

List Item(s): _____

NOTE: A Donation Agreement is currently required for all donations not related to the COVID-19 pandemic. A donation Agreement may be useful for large or complex donations related to the COVID-19 pandemic. Contact **Office of the City Attorney** for a Donation Agreement.

SECTION II – DONOR

- A. Donor: _____ Email: _____
- B. Address: _____
(street address) (city) (state) (zip code)

SECTION III – RECIPIENT DIVISION AND DEPARTMENT, MONITOR, AND ADMINISTRATOR

- A. Recipient division and department: _____
(city division) (city department)
- B. Who will be responsible for day-to-day expenditure of donation?
 Monitor: _____
(name) (position title) (phone)
- C. Who will be the administrator of the donation cost-center? (usually Financial Analyst for department or division)
 Administrator: _____
(name) (position title) (phone)

SECTION IV – PURPOSE OF DONATION

- A. Describe purpose and allowable use(s) of donation: _____
- B. Describe donor restrictions on donation use: _____
- C. Is the donation associated with a grant-funded project? Yes No
 If yes: City project title: _____
 Grant funding agency: _____ Grant program: _____
- D. Is a financial commitment from Salt Lake City Corporation associated with the donation? Yes No
 If yes: List amount: \$ _____ Identify source: _____
 Describe use of city funds: _____
- E. Time period for donation use: _____

SECTION V – SIGNATURES

 Department Director Responsible Monitor Responsible Administrator

I hereby authorize acceptance of the donation(s) described above. I hereby authorize establishment of a cost center for the donation of money and/or negotiable securities described above.

Donation Cost Center

Finance Department

Date (Revised 04/28/2020)