

Request for Authorization to Accept Departmental Donation

Note: Pursuant to the Metropolitan Code, all departments, boards and commissions may accept and expend gifts/donations (Unconditional or unrestricted, from the perspective of the donor, transfer of assets) valued at \$7,500 or less.

Gifts and donations valued above \$7,500 to all departments, except those specifically granted authority to accept gifts/donations as authorized in the Metro Code; may be accepted and authorized for expenditure by Metro Council via a Resolution. Grants or conditional/restricted gifts or gifts requiring formal conditions or contracts may require additional consideration and review. Refer to Metropolitan Government of Nashville and Davidson County, Finance Department Policy: #42 for additional guidance.

Instructions: An employee of the department requesting to accept an unconditional unrestricted gift to the department or otherwise on behalf of the department shall complete this form for review and approval prior to formal acceptance of the gift or donation.

Type of Donation:

Purpose of Donation: *(brief description of intended use, benefit to department, etc.)* or see attached

Value of Donation or Gift, actual or fair market:

Date of Donation:

Individual Donor	N/A	Group / Legal Entity Donor	N/A
Name:		Name of Entity:	
Address:		Name(s) of Officer(s) of Organization:	
		Description of Organization and Mission:	
Check this box if Donor Requests Anonymity: <i>(only an option if gift is \$7500 or below)</i>		Organization Website:	

Review and Approval

Name of Employee Making Request:	ENO:	Date:
Division Commander Approval:	ENO:	Date:
Bureau Commander Approval:	ENO:	Date:
Police Executive Administrator – Fiscal:	ENO:	Date:

Upon approval through the Chain of Command, the Police Finance will make notification to the requesting division of the approval.

Comments (describe any departmental conditions on acceptance or reasons for non-approval):