

# City of Monroe Donation Agreement

\_\_\_\_\_ Hereby donates to the City of Monroe

( ) The following item:

Description: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Model Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Replacement Cost: \_\_\_\_\_ Quantity: \_\_\_\_\_

*Note: Technology donations are subject to approval by the Technology Department prior to acceptance of the donation.*

**OR**

( ) A monetary donation in the amount of \_\_\_\_\_,  
\$\_\_\_\_\_.

This donation is for the sole and express purpose of \_\_\_\_\_

The City of Monroe agrees to maintain the above described property at \_\_\_\_\_  
\_\_\_\_\_ through the following date: \_\_\_\_\_

If installation of item to be purchased is required please describe: \_\_\_\_\_  
\_\_\_\_\_

If the City of Monroe does not or cannot fulfill the terms of this donation as specified,  
the donation will be returned to the donor.

Donator

\_\_\_\_\_  
Donator signature Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Address

City of Monroe

\_\_\_\_\_  
Mayor signature

\_\_\_\_\_  
Department Director signature

\_\_\_\_\_  
City Council if over \$1,000

## Finale Distribution

Original:

( ) Finance Department

Copies:

( ) Receiving Department

## Finance Department

Account Code: \_\_\_\_\_

Cash Receipt # \_\_\_\_\_

Date: \_\_\_\_\_

Copy of Check ( )