

**City Manager**  
212 SW 9<sup>th</sup> Street  
Lawton, OK 73505  
580-581-3100



# Donation Proposal

**Instructions:** Use this form to document donations made to \_\_\_\_\_. Please turn all donation proposals in to the City Manager.

Primary Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

## Donation Details

PURPOSE OF DONATION: \_\_\_\_\_

DESCRIPTION OF ITEM(S) TO BE DONATED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

QUANTITY OF ITEM(S) TO BE DONATED: \_\_\_\_\_

\_\_\_\_\_

ESTIMATED MONETARY VALUE: \$ \_\_\_\_\_

All donations from a single entity are valued cumulatively over the calendar year. Any cumulative donations valued between \$100 and \$5000 over a calendar year must have City Manager approval before they can be accepted. Any cumulative donations over \$5000 in a calendar year must be approved by City Council.

DONATION APPROVED (\$0-\$100): \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY MANAGER APPROVED (\$100-\$5000): \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL APPROVED (OVER \$5000): \_\_\_\_\_ DATE OF COUNCIL MEETING: \_\_\_\_\_

APPROVED: YES NO TABLED

EVIDENCE OF COUNCIL ACTION ATTACHED: YES

NOTES: \_\_\_\_\_

\_\_\_\_\_