



RIVERSIDE COUNTY REGIONAL PARK & OPEN-SPACE DISTRICT
DONATION ACCEPTANCE RECORD



Name of Donor/Organization

Address

Telephone #	Contact Person/Title
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Type of Donation:

☐ Monetary

Amount \$
Receipt # Date of Receipt (Attach copy of Receipt)

☐ Goods/Services

Description
Est. Value \$

Intended use of Donation:

☐ Specific



Description

☐ General

Received By	Date
Reviewed By (Supervisor)	Date

== FOR OFFICE USE ONLY ==

\$0 - \$10,000	<input type="checkbox"/> GM Acceptance	<input type="checkbox"/> Letter to the Donor
\$10,000 +	<input type="checkbox"/> GM Acceptance	<input type="checkbox"/> Quarterly report to BOS/BOD Date:
	<input type="checkbox"/> Plaque or Other:	

Bureau Chief Approval	Date
General Manager Acceptance	Date

This form must be filled out for ALL donations received. All donations must be approved prior to any spending or use of the donation.