

**Report of Reportable Gifts under Section 2.92.070B, El Paso City Code\***

Name \_\_\_\_\_  
 Title: \_\_\_\_\_

Reporting period: \_\_\_\_\_ (month/year)

Description of Gift	Name of Person or Organization who made the gift	Relationship of the donor to the reporter	Immediate or Intended Disposition of the Gift	Value or estimated value of the gift** (All gifts over \$10.00)	If Gift is over \$75.00, report date gift was turned over to the City, or whether there is an exception under Section 2.92.040B and state exception.

\*To be filed by each officer, city manager, deputy city manager, department head, and executive assistants to the mayor each calendar month during which the person receives a reportable gift, no later than the 10<sup>th</sup> day of the following calendar month.

\*\*The value of all gifts reported must be stated. Do not state “unknown” as a value. If the exact value is not known, the reporter must determine a readily-apparent value and state that as the value.