



# City of Phoenix

## GIFT DISCLOSURE - EMPLOYEE

Year: \_\_\_\_\_

If disclosure of a gift is required, an employee must file this Gift Disclosure form within 5 business days after the date the gift was received, pursuant to A.R. 2.93. Refer to Phoenix City Code §2-52(D) for disclosure requirements and §2-52(A)(7) for the definition of a "Gift".

Full Name of Recipient: \_\_\_\_\_

| Date Gift Received | Estimated Fair Market Value | Brief Description of Gift | Full Name of Gift Giver | Gift Giver Organization Affiliation |
|--------------------|-----------------------------|---------------------------|-------------------------|-------------------------------------|
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By checking this box and typing my name below, the undersigned, does hereby state under penalty of perjury that all the information contained in this Gift Disclosure form is filed timely and is true and correct to the best of my knowledge; and by typing my name below I acknowledge that such action constitutes the legal equivalent of signing my name and I hereby waive any requirement that this form be notarized in order to be legally enforceable.

Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**How to file:** Email the completed form to [mailbox.city.clerk.department@phoenix.gov](mailto:mailbox.city.clerk.department@phoenix.gov) or mail to the City of Phoenix, City Clerk Department, Records & Elections Division, 200 West Washington Street, 15th Floor, Phoenix, AZ 85003-1611