

**GIFT REQUEST FORM
OFFICE OF THE CITY REPRESENTATIVE
One Parkway, 12th Floor, 1515 Arch Street
Philadelphia, PA 19102
215.683.2064/2060 – FAX: 215.683.2099**

Carefully read the following Guidelines before completing the request form.

- All requests go through an internal review and approval process.
- **Requests** for ceremonial gifts **are limited to one** per individual and/or organization per year.
- All request should be received **AT LEAST THREE WEEKS** before the gift is needed.
- **Mail or fax** the request to: Melanie Johnson, City Representative

Attn: Trisha Frosch
Office of the City Representative
1515 Arch Street, 12th Floor
Philadelphia, PA 19102
Phone: (215) 683.2064 Fax: (215) 683.2099
Email: patricia.frosch@phila.gov

DATE OF REQUEST _____

NAME OF REQUESTOR _____

CONTACT PERSON _____ PHONE _____

Email for Contact Person _____ FAX _____

ORGANIZATION/DEPARTMENT/AGENCY (Please attach all background information on your organization) _____

RECIPIENT NAME & AFFILIATION (Please attach background information on the person(s) you are requesting a gift for) _____

EVENT _____

REASON FOR GIFT/IF VISITOR – REASON FOR VISIT (Please attach information about why you are requesting a gift for the above mentioned recipient(s)) _____

DATE OF PRESENTATION _____ DATE NEEDED _____

GIFT REQUESTED _____

QUANTITY REQUESTED _____ ENGRAVED: YES _____ NO _____

NOTE: All gifts from the Office of the City Representative are documented by recipients and date categories. This documentation facilitates determination of previous gift receipts to ensure that a dignitary's gift is not duplicated. If a gift request has been previously fulfilled, the Office of the City Representative can advise you of alternatives.

We understand that on occasion requests are necessary on short notice. In these selected cases, we ask that this form be submitted with all recipient information as soon as possible and forwarded to the Office of the City Representative.

GIFT REQUEST APPROVED: _____ GIFT REQUEST DENIED: _____

(OFFICE USE ONLY) DATE COMPLETED _____

7/2008