

City of Reading

Acceptance of Gifts Report

The reporting of gifts and other items or services of value is required by the City of Reading Code of Ethics. Section 8 defines a gift to be any gratuity, benefit, or anything of value which is accepted, paid, or given to a City employee, elected or appointed official or by another on their behalf. These items include but are not limited to a preferential rate or terms on a debt, loan, goods, or services, transportation, lodging, parking, food or beverages, and membership dues. Section 8 also requires that the acceptance of an item or service be reported to the City Clerk's office.

If you are unsure about the need to report a gift, items, or service, please contact the City Clerk's office at 610-655-6204. This form must be filed with the City Clerk's office upon its completion.

Name and Position: _____

Item Received: _____

Approximate Value: _____

Date Received: _____

Name and Address
of Donor: _____

Report Prepared By:

Date:
