500.2   SUBJECT: RECEIPT OF SMALL CASH DONATIONS

:1 OBJECTIVE:
Provide mechanism for receipt and accounting of small cash donations to the Orlando Fire Department.

:2 AUTHORITY:
This procedure amended by City Council March 22, 2004, Item A6.

:3 DIRECTION:
Fire Chief.

:4 METHODS OF OPERATION:
Definition - Small cash donation shall mean any public donation to the Fire Department of fifty dollars ($50.00) or less.

A. The Fire Fiscal Manager shall deposit any monies received in a revenue account #1006015745100, “Contributions, donations, other.”

B. The Fire Fiscal Manager shall inform the Fire Chief in writing of all such public contributions, so they may be properly acknowledged.

C. The Fire Chief shall also report to the City Clerk, in writing, the receipt of all such donations.

D. Expenditures from the designated account shall require approval of the Management and Budget Director.

E. Public Donations of more than fifty dollars ($50.00) shall be accepted only after City Council action.

:5 FORMS:
None.

:6 COMMITTEE RESPONSIBILITIES:
None.

:7 REFERENCE:

:8 EFFECTIVE DATE:
This procedure effective March 22, 2004.