



## City of Phoenix

# SPECIAL OCCASION GIFT WAIVER REQUEST ELECTED OFFICIALS AND BOARD AND COMMISSION MEMBERS

Phoenix City Code § 2-52(c)(4)

This form is for use by City of Phoenix elected officials and board and commission members to request a waiver of the gift rules in City Code Section 2-52(D) for gifts received in connection with a special or unusual occasion. **Upon approval by the Ethics Commission, please file this form with the City Clerk.**

**REQUEST FOR WAIVER OF:**     **Receipt of Gifts**     **Disclosure of Gifts**

Name of Requestor: \_\_\_\_\_

Requestor Status:     Elected Official     Board/Commission Member

Address: \_\_\_\_\_

Phone: \_\_\_\_\_    Email: \_\_\_\_\_

Occasion:     Wedding/Engagement     Birth/adoption of child     Death in family

Date of Occasion (or anticipated date): \_\_\_\_\_

### CONDITIONS FOR APPROVAL

Notwithstanding the grant of this waiver, you should exercise caution in accepting any gift that likely would not have been offered but for your status as an elected official, board or commission member, employee or volunteer. With regard to any such gift, you should consider its source, nature, and value, as well as any possible conflict of interest with official duties. Any gift that creates the appearance of undue influence or a conflict of interest is prohibited.

By checking this box and typing my name below, the undersigned does hereby state under penalty of perjury that all of the information provided in the Special Occasion Gift Waiver Request form 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.

Acknowledged and Submitted By:

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

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### ETHICS COMMISSION APPROVAL

#### Request Approved by

\_\_\_\_\_  
Authorized Signature of Ethics Commission

\_\_\_\_\_  
Date

*Note: This approval only applies to the City of Phoenix Gift requirements. It does not provide a waiver of any federal or state requirements.*

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**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