

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 103-3	REVISED: 5/1/96	PAGE <u> 1 </u> OF <u> 2 </u>
	SUBJECT: SOLICITATION OF DONATIONS FOR CITY		

1.0 POLICY:

At its meeting on October 17, 1983, the Winona City Council approved the following motion:

As the elected legislative body of the City of Winona, the Winona City Council is directly responsible for the proper conduct of the City's financial affairs. Therefore, no City employee shall on his/her own obligate the taxpayers of this City through his/her own efforts by soliciting for equipment, services, real property, or anything else that may financially obligate the City unless such project has had prior approval by the City Council and the City Manager. Any financial obligation for which the City of Winona may become financially liable and which was incurred by a City employee shall be paid out of his/her own pocket.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 RESPONSIBILITY:

3.1 Each Department Head is to bring this matter to the attention of each employee within his/her supervision and is responsible for adherence to the policy within his/her department.

3.2 Each employee is responsible for being familiar with the policy and observing it.

4.0 PROCEDURE:

4.1 Items previously approved by the City Council for solicitation, either by specific identification or general policy approval, may be solicited by a departmental representative after having notified the City Manager and received the City Manager's approval.

4.2 A Department Head desiring to solicit an item which has not been specifically approved by the City Council or approved generally by a policy of the Council may submit to the City Manager for consideration a Request for Council Action.

DEPARTMENT: CITY MANAGER	SUPERSEDES: 10/20/83	PREPARED BY: EBS	APPROVED BY:	DATE: 5/1/96 REVIEWED: 5/4/02
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- 4.3 A listing of items suitable for solicitation will be prepared for attachment to this procedure for quick and ready reference.
- 4.4 Any questions concerning the policy or procedure should be directed to the City Manager.

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