

Donation

Version 1.9 released on 8/3/21

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



CITY COUNCIL USE ONLY		CITY CLERK USE ONLY	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: <u>10.12.2022</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2210.02241</u>
1st Agenda Date: _____	Hearing Date: _____		
	2nd Agenda Date: _____		

All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details

Board Approval

Department Police	Contact Name Catharine Worthen
Bid/Project Number	Project Title
Travel Event Title Spectrum CuE visit	Traveler's Name Catharine Worthen

Other Board Name

Email cworthen@cityoftulsa.org
Donator Promega
Event Date 10/4/22

City Council Approval

☐ Yes ☐ No

Phone 918-596-9116
Type of Donation Travel
Donation Amount/Value \$984.59

City Council requires a dollar value

Budget


Funding Source(s)

10/03/2022 to 10/05/2022
Madison, WI

TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department:	<u>See attached</u>
Legal:	_____
Board:	_____
Mayor:	
Other:	_____

Date:	_____
Date:	_____
Date:	_____
Date:	<u>OCT 12 2022</u>
Date:	_____

Policy Statement

Background Information

Requesting approval to travel for an in-person demonstration of the Spectrum CE instrument.

Provide background information on the requested action.

Summation of the Requested Action

I am requesting approval to travel to attend a demonstration of the new Spectrum CE instrument. It is a new instrument that is under consideration for purchase by the forensic laboratory. This travel would allow the city the chance to have an overview and demonstration of the instrument before committing to purchasing the instrument.

Summarize the pertinent details of the requested action

Other Pertinent Details

The vendor will pay the airfare and hotel expenses.

Provide any additional information that should be considered when considering approval of this contract document

Processing Information for City Clerk's Office

Post Execution Processing

- ☐ Mail vendor copy (add'l signature copies attached)
- ☐ Must be filed with other governmental entity
- ☐ Add'l governmental entity approval(s) required

Additional Routing and Processing Details

Donation

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Approvals

Department:	_____
Legal:	_____
Board:	_____
Mayor:	_____
Other:	_____

Date:	10.6.2022
Date:	_____
Date:	_____
Date:	_____
Date:	_____

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Additional Routing and Processing Details



INTEROFFICE CORRESPONDENCE TRAVEL REQUEST

DATE SUBMITTED: 09/19/2022

MSS CLAIM NUMBER (ENTER AFTER TRAVEL APPROVED): 4464

TO: CHIEF FRANKLIN

FROM:

PRINT EMPLOYEE NAME/PAYROLL ID #: Catharine Worthen/131403

EMPLOYEE SIGNATURE: Catharine Worthen

DIVISION: Lab

DESTINATION: Madison, WI

DATES OF TRAVEL: START: 10/03/2022 END: 10/05/2022

EVENT: Training and demonstration of the Spectrum Genetic Analyzer

IS IT MANDATORY IN ORDER TO MAINTAIN A CERTIFICATION? NO

IF SO, WHAT CERTIFICATION? _____

IS THIS TRAVEL RELATED TO LAW ENFORCEMENT TRAINING FUNCTIONS?

NO

TRIP JUSTIFICATION:

The forensic laboratory is looking into procuring a second genetic analyzer instrument for DNA analysis. The Spectrum, made by the Promega Corporation, is a newly released genetic analyzer and is one of the instruments the forensic laboratory is considering for purchase. The Promega Corporation is offering two biology section personnel the opportunity to have a hands-on demonstration of the instrument. This demonstration will help the forensic laboratory determine if the instrument is fit for use and benefit the laboratory prior to a commitment to purchase.

The departing flight would be on October 3rd and the return flight would be on October 5th. Promega will pay for the cost of the flights and hotel. The agenda for the event is attached.

ESTIMATED EXPENSES:

FUNDING SOURCE:

ORGANIZATION: 2115

OBJECT: 532101

PROJECT: _____

IS AN OUTSIDE ENTITY PAYING FOR ANY PORTION OF THIS TRIP? YES

IF YES, NAME OF ORGANIZATION: Promega

IS THIS A GOVERNMENT AGENCY? NO

IF NOT, COMPLETE RFA DONATION FORM [HERE](#)

<u>EXPENSES</u>	<u>ESTIMATED COST</u>	<u>PAYMENT SOURCE</u>
PER DIEM (DAYS + RATE):	\$ 128.00	PERSONAL CARD
EVENT REGISTRATION:	\$ 0.00	SELECT
AIRFARE:	\$ 506.59	OTHER
HOTEL/LODGING:	\$ 478.00	OTHER
TRANSPORTATION:	\$ 0.00	OTHER
OTHER:		SELECT
OTHER:		SELECT
OTHER:		SELECT
TOTAL TRIP COST:	\$ 1,112.59	
OUTSIDE ENTITY COST:	\$ 984.59	
TOTAL CITY COST:	\$ 128.00	

APPROVAL:

LIEUTENANT: N/A

CAPTAIN: B. C. Smith

MAJOR: [Signature]

DEPUTY CHIEF: [Signature]

CHIEF: _____

EMPLOYEE MUST FILL OUT ALL FIELDS, PRINT THIS DOCUMENT, OBTAIN ALL DIVISIONAL SIGNATURES, ATTACH TRAVEL FLYER AND PROOF OF ESTIMATED EXPENSES BEFORE SCANNING AND EMAILING THIS DOCUMENT TO TPDCHIEF@CITYOFTULSA.ORG.

Worthen, Catharine

From: Judy Wissbaum <judy.wissbaum@promega.com>
Sent: Wednesday, September 14, 2022 3:21 PM
To: Worthen, Catharine
Cc: David Johnson; Travel; Tracy Worzella; Judy Wissbaum
Subject: Spectrum CuE visit to Madison - October 4th

Hello Catherine,

We are looking forward to you joining us to learn more about the Spectrum CE and new 8-color PowerPlex Systems. To help us expedite your travel arrangements, please fill out the information below, paying close attention to use your name as shown on your government issued ID. Promega will be covering the costs of your travel and hotel accommodations. If you are able to stay the night of October 4th, we are planning to tour our new Research & Development Center and then finish the evening with a wonderful dinner prepared by our culinary staff. Our Travel Department (Travel@promega.com) will be working with you to book your flights. We have reserved a block of rooms for the group to stay in downtown Madison that is a short walk to our beautiful state capitol and many fun establishments.

Full name as it appears on your
government issued ID

Email

Cell Number

Company/Institute

Date of Birth

Departure Airport Preference

Departure Time Preference

Dietary Restrictions

Optional:

TSA Pre-Check Information

Frequent Flyer Number

Seat Preferences (Window or
Aisle)

Below is the tentative agenda for your visit:

9:00am Arrive at Feynman Center and tour of Feynman Center (Tracy Worzella)

9:30 – 10:15am	Light Breakfast and Introductions (Yasser Daoudi)
10:15 – 10:30am	Group Photo and Break
10:30 – 11:30am	Lab Share and Roundtable Discussion (Ann MacPhetridge)
11:30am – 12:30pm	Promega Presentations <ul style="list-style-type: none"> • Spectrum Overview – 20 minutes (Benjamin Krenke) • GeneMarker HID Overview – 20 minutes (Lisa Misner) • PowerPlex 35GY Overview – 20 minutes (Bob McLaren)
12:30 – 1:15pm	Lunch
1:15 – 2:05pm	Spectrum CE Demonstration in Feynman Teaching Lab (Jon Drobac, Jessica Seifarth, Lisa Misner)
2:05 – 2:15pm	Break
2:15 – 3:00pm	Meet and Greet with Customer Support Teams in Feynman Oasis <ul style="list-style-type: none"> • Global Validation Services (Jonelle Thompson) • Instrument Program Management (Chris Langbehn) • Instrumentation Service (Antonio Gonzalez)
3:00 – 3:15pm	Break
3:15 – 3:45pm	Wrap up and Review of the Day
3:45 – 4:00pm	Walk to Kornberg Center
4:00 – 4:45pm	Kornberg Center Tour (Tracy Worzella)
4:45 – 5:00pm	Break
5:00 – 6:00pm	Reception in Kornberg Center
6:00 – 8:00pm	Dinner in Kornberg Center

If you have any questions, please let Tracy or I know.

Best regards,
Judy & Tracy
Promega CuE Team

Judy Wissbaum
(she/her)
Corporate Hospitality Manager
tel 608 277 2664 cell 608 712 0367
judy.wissbaum@promega.com



Promega Corporation
2800 Woods Hollow Rd

Worthen, Catharine

From: Amy Eisenschink <amy.eisenschink@promega.com>
Sent: Monday, September 19, 2022 10:08 AM
To: Worthen, Catharine
Subject: RE: Spectrum CuE visit to Madison - October 4th

Hi Catharine,

The estimate of the flight would be \$506.59 on American Airlines. (example below) The hotel will be \$239.00 per night (before taxes). Let me know if you have any other questions. 😊

Thank you!
Amy

Air / Rail

Option 1

Tulsa > Madison

4h 33m



Departure
Tulsa Intl, Tulsa (TUL) Mon, Oct 03 2022
at 6:27PM from Terminal N/A

Arrival
Dallas FT Worth Intl Arpt, Dallas (DFW)
Mon, Oct 03 2022 at 7:46PM at
Terminal N/A

Cabin Class:Economy (N) **Duration:**1h 19m **Equipment:**Boeing 737-800 **Operated by:**American **Baggage Allowance:**none **Stopovers:**none



Departure
Dallas FT Worth Intl Arpt, Dallas (DFW)
Mon, Oct 03 2022 at 8:47PM from
Terminal N/A

Arrival
Dane County Regional, Madison (MSN)
Mon, Oct 03 2022 at 11:00PM at
Terminal N/A

Cabin Class:Economy (N) **Duration:**2h 13m **Equipment:**Airbus Industrie A319 **Operated by:**American **Baggage Allowance:**none **Stopovers:**none

Madison > Tulsa

4h 31m



Departure
Dane County Regional, Madison (MSN)
Wed, Oct 05 2022 at 7:04AM from
Terminal N/A

Arrival
Dallas FT Worth Intl Arpt, Dallas (DFW)
Wed, Oct 05 2022 at 9:30AM at
Terminal N/A

Cabin Class:Economy (G) **Duration:**2h 26m **Equipment:**Airbus Industrie A319 **Operated by:**American **Baggage Allowance:**none **Stopovers:**none



AA2922

Departure
Dallas FT Worth Intl Arpt, Dallas (DFW)
Wed, Oct 05 2022 at 10:29AM from
Terminal N/A

Arrival
Tulsa Intl, Tulsa (TUL) Wed, Oct 05 2022
at 11:35AM at Terminal N/A

Cabin Class:Economy (G) Duration:1h 6m Equipment:Boeing 737-800 Operated by:American Baggage
Allowance:none Stopovers:none

Total

Price per ADT: 506.59 USD (incl. tax 79.25)

506.59
USD

Amy Eisenschink 
(She/Her/Hers)

Amy.eisenschink@promega.com
o: + 1.608.210.6106



Promega Corporation
5500 E. Cheryl Parkway
Madison, WI 53711-5399
www.promega.com

From: Worthen, Catharine <cworthen@cityoftulsa.org>
Sent: Monday, September 19, 2022 9:11 AM
To: Travel <travel@promega.com>
Subject: Spectrum CuE visit to Madison - October 4th

WARNING - External Email. Email sent from outside Promega. **DO NOT OPEN** attachments unless you know the contents are s

Good morning,

I have been in contact with Ms. Judy Wissbaum about the Spectrum CuE visit to Madison on October 4th with my colleague JoAn Del Rio. My organization requires us to have a cost estimate, including all expenses, of the travel before approving the trip and the deadline to get approval is approaching. Would I be able to get an estimate of the flight and hotel? My colleague and I do not want to have the tickets purchased and not be able to attend.

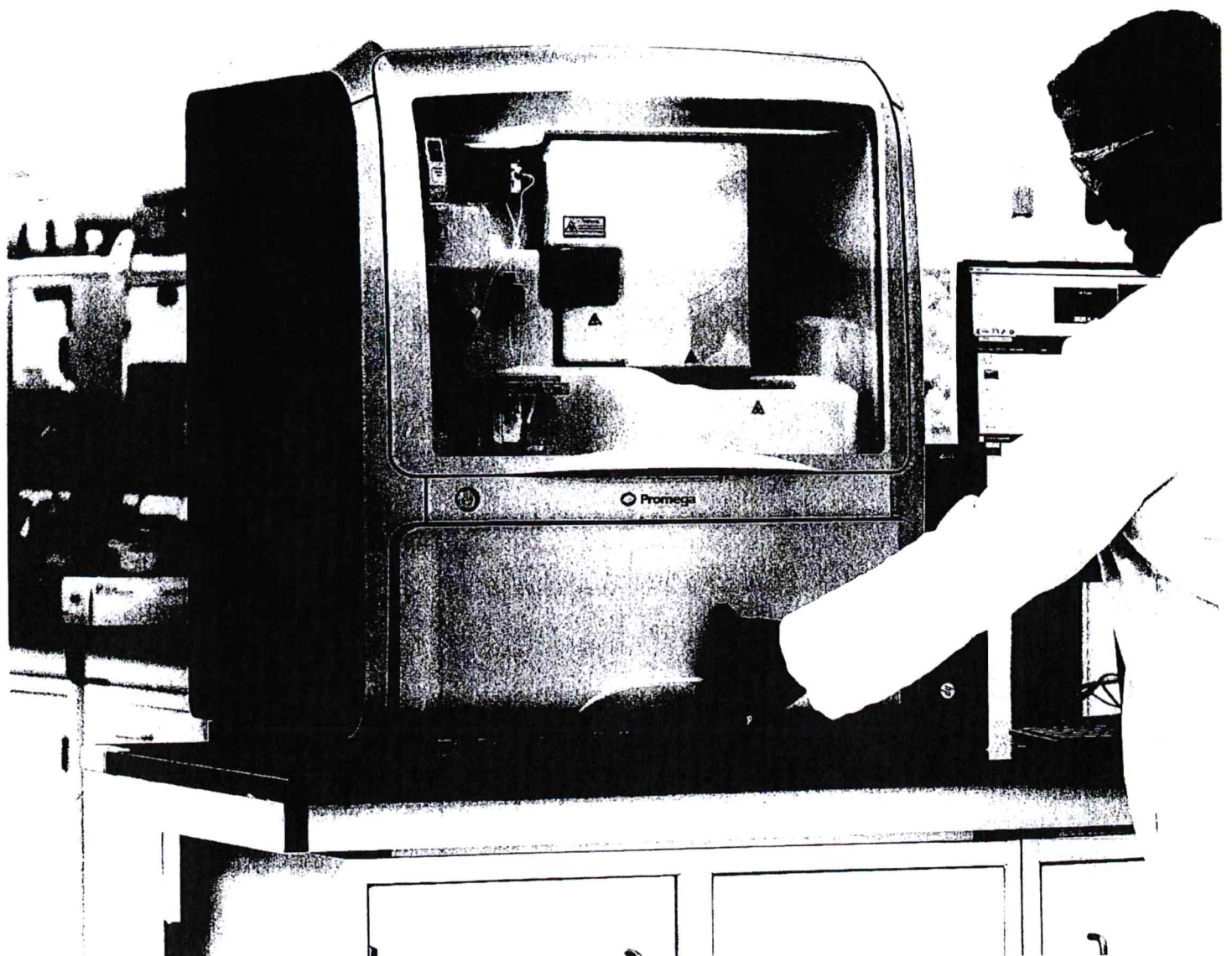
Thank you,
Catharine Worthen | DNA Technical Manager
Assistant CODIS Administrator
City of Tulsa Police Department Forensic Laboratory
1111 W. 17th Street, Building E, 2nd Floor. Tulsa, OK 74107
T: 918-596-9119
F: 918-596-1875
E: Cworthen@cityoftulsa.org

http://secure-web.cisco.com/1VNbENi7vFqVvL7zBYJm8_dBSSf-yXTE_yQidEoHmecNysjBVMy-DCPKiE_yochtvV6sX8mCYARdKqGvBaXQ-Jt-IXRD3yvAdHmmlTnu9jDmshVFdI9jdOllsSMVHn3bmGKw3t4NxxhG_LyRPLJSFdCmv-o0JC94QLZJrj6iXPYbK6pgXrNg-



Spectrum

CE SYSTEM





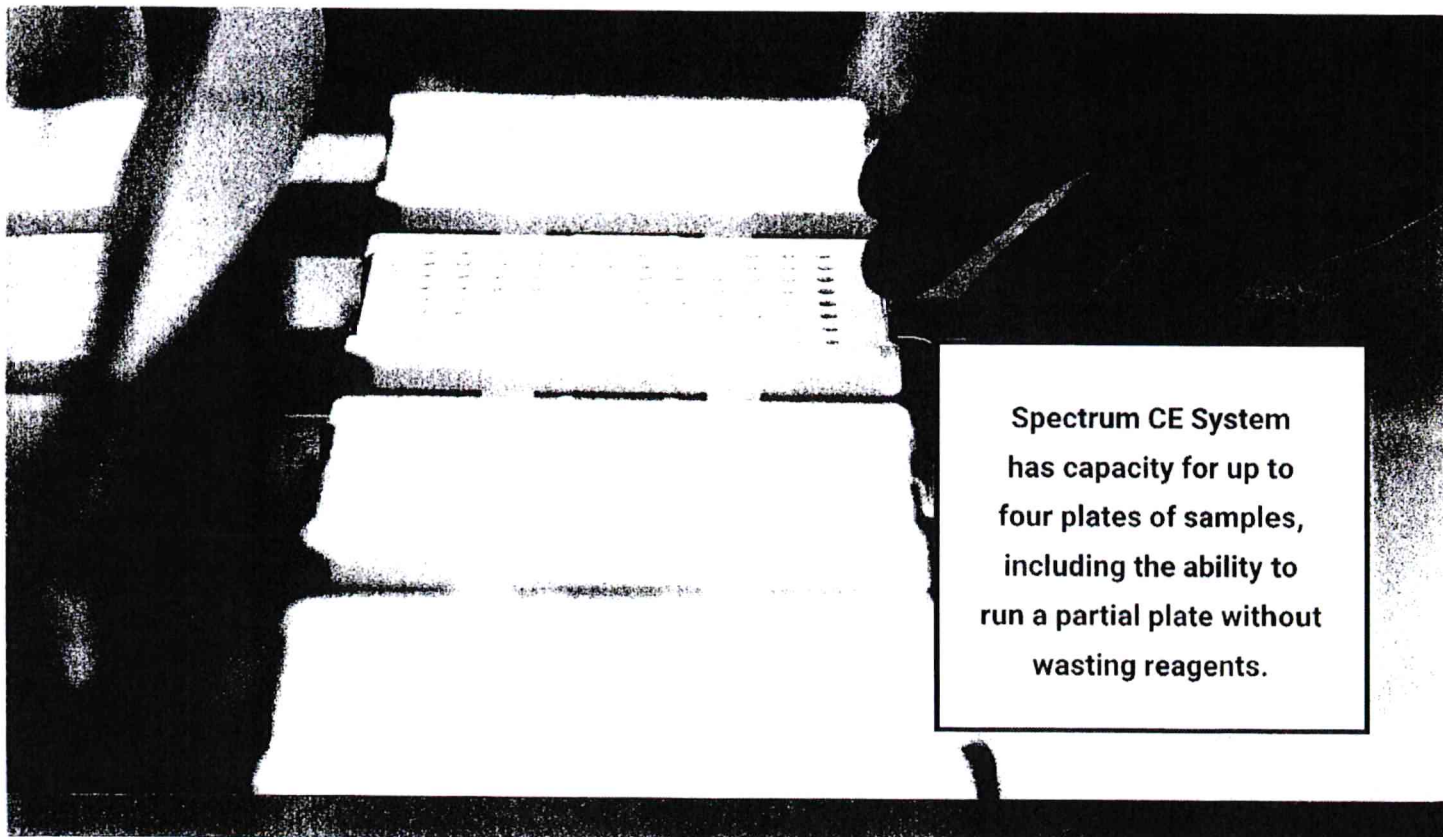
Discover the CE you've been missing.

Designed for STR analysis, the Spectrum CE System is built to streamline and support your forensic and paternity workflow needs. Spectrum CE System combines state-of-the-art STR analysis functionality with increased run flexibility, user-friendly software, and the service and support you've come to trust from Promega. Spectrum is designed for use with existing 5- and 6-dye STR kits from Promega, Applied Biosystems and Qiagen. It also supports the next generation of 8-color STR kits.

More Efficient Operation

With four 96-well plate positions and continuous plate accessibility, Spectrum offers more scheduling flexibility while maintaining productivity and assuring no efficiency loss with partial plate runs. Batching and sign up sheets can be a thing of the past—freeing up your team to work on more valuable tasks.

Integrated data collection and analysis software provides automatic data quality assessment, reducing the time needed to screen for reinjections.

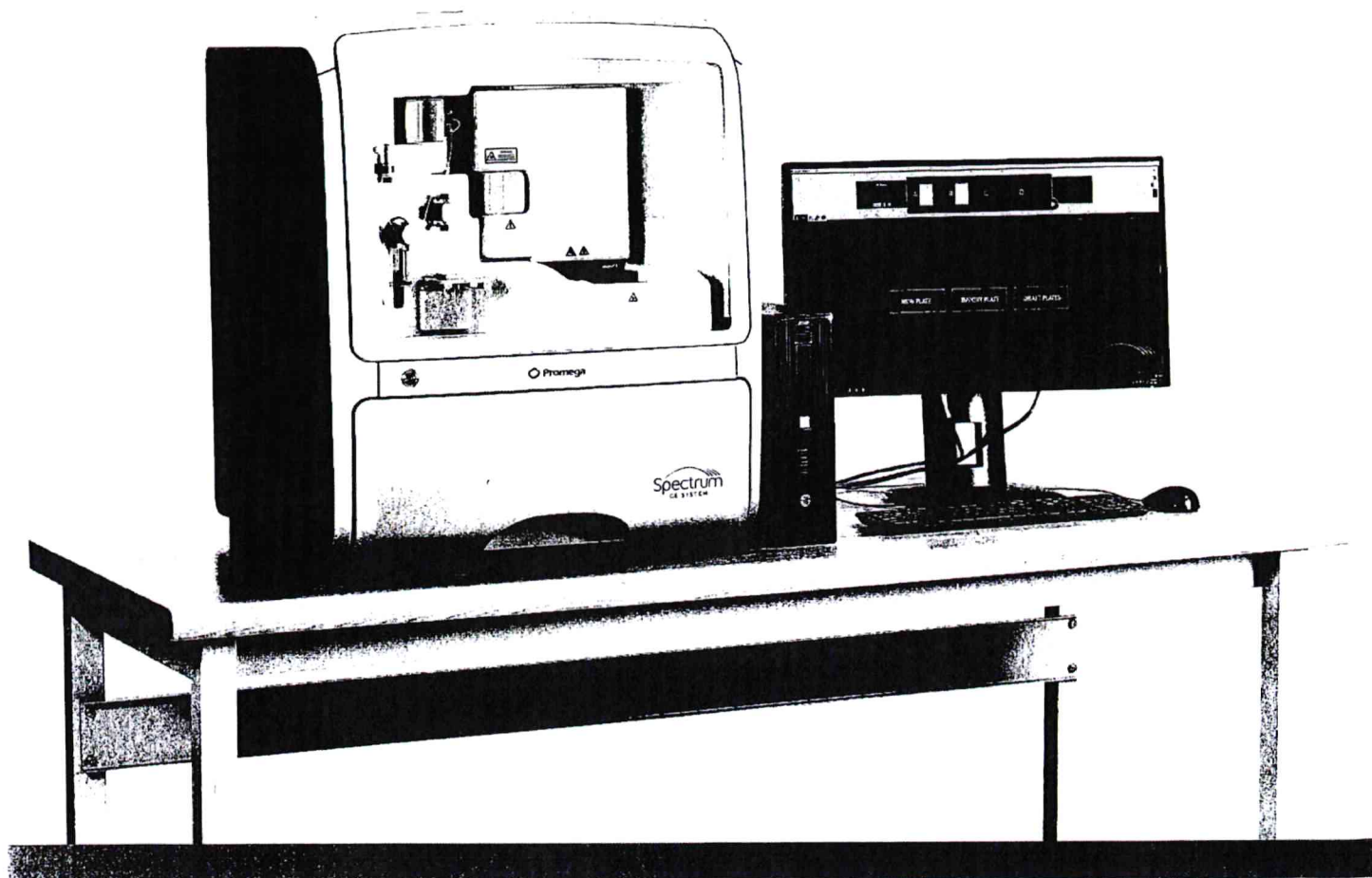


**Spectrum CE System
has capacity for up to
four plates of samples,
including the ability to
run a partial plate without
wasting reagents.**

System Components

The Spectrum CE System is supplied as follows.

- Capillary electrophoresis instrument
- Starter Kit for installation and training
- Computer workstation and high-definition, flat-screen monitor
- Includes one (1) license each: Spectrum Control Software and instrument workstation-specific version of GeneMarker®HID Software for Spectrum CE System
- On-site service for installation and initial user training
- 12 months of on-site repair service, including one preventative maintenance visit



To learn more, visit:

www.promega.com/MeetSpectrum



To learn more about GeneMarker®HID Software, visit:

www.softgenetics.com

PowerPlex is a registered trademark of Promega Corporation.

GeneMarker is a registered trademark of SoftGenetics.

ThermaSeal is a registered trademark of Excel Scientific, Inc.

Not for Medical Diagnostic Use. Class II Laser Product.

Products may be covered by pending or issued patents or may have certain limitations.
Please visit our Web site for more information.



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