

# 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>04.05.2023</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2304.00668</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  
Jon Wilson

### Other Board Name

Email  
jpwilson@cityoftulsa.org

### City Council Approval

☐ Yes ☒ No

Phone  
918-596-7869

Bid/Project Number

Project Title  
OSBI Microscope Donation

Donator  
OSBI

Type of Donation  
Equipment

Travel Event Title

Traveler's Name

Event Date

Donation Amount/Value  
\$5,000.00

City Council requires a dollar value

## Budget

Funding Source(s)

### 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: [Signature]  
Legal: \_\_\_\_\_  
Board: \_\_\_\_\_  
Mayor: [Signature]  
Other: \_\_\_\_\_

Date: 03.09.23  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: APR 05 2023  
Date: \_\_\_\_\_

## Policy Statement

### Background Information

OSBI is donating a comparison microscope for use in the Firearms Section.

Provide background information on the requested action.

### Summation of the Requested Action

Please approve the donation for Forensic Lab Firearms Section of the comparison microscope.

Summarize the pertinent details of the requested action

### Other Pertinent Details

Attached is correspondence as well as OSBI's surplus form showing the transfer to TPD Forensic Laboratory.

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

Please process for approval and return signed copy to Jon Wilson, Lab Director, 1111 W. 17th St., Bldg. E, 2nd Floor

## Giangreco, Becky

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**From:** Bucklin, Joy  
**Sent:** Wednesday, March 8, 2023 11:04 AM  
**To:** Giangreco, Becky  
**Subject:** Fwd: Request to Surplus (Transfer) Microscope from OSBI Firearms to Tulsa PD Lab  
**Attachments:** image001.png; Copy of 2023-03-06\_209C Request to Surplus Property\_Microscope to Tulsa PD Lab.pdf

Sent from my iPhone

Begin forwarded message:

**From:** Kate Millar <Kate.Millar@osbi.ok.gov>  
**Date:** March 6, 2023 at 12:43:19 PM CST  
**To:** "Bucklin, Joy" <jbucklin@cityoftulsa.org>  
**Subject:** **FW: Request to Surplus (Transfer) Microscope from OSBI Firearms to Tulsa PD Lab**

Hi Joy! We just need Tulsa PD to sign the attached form!

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### KATE MILLAR

Supervisor / Technical Manager  
Firearms and Toolmarks  
Criminalistics Services Division  
Oklahoma State Bureau of Investigation

**Phone:** (405) 715-9524  
**Fax:** (405) 330-6974  
**Email:** [kate.millar@osbi.ok.gov](mailto:kate.millar@osbi.ok.gov)

OSBI Forensic Science Center  
800 E. 2<sup>nd</sup> Street  
Edmond, OK 73034

**From:** Janice Joslin <Janice.Joslin@osbi.ok.gov>  
**Sent:** Monday, March 6, 2023 12:42 PM  
**To:** Kate Millar <Kate.Millar@osbi.ok.gov>  
**Cc:** Barbara Wells <Barbara.Wells@osbi.ok.gov>  
**Subject:** FW: Request to Surplus (Transfer) Microscope from OSBI Firearms to Tulsa PD Lab

Hi Kate,

Please make sure Tulsa PD signs this form when you all do the transfer and the signed form will go to Terry to update inventory system.

**From:** Andrea Fielding  
**Sent:** Monday, March 6, 2023 12:32 PM  
**To:** Janice Joslin <[Janice.Joslin@osbi.ok.gov](mailto:Janice.Joslin@osbi.ok.gov)>  
**Cc:** Kate Millar <[Kate.Millar@osbi.ok.gov](mailto:Kate.Millar@osbi.ok.gov)>; Barbara Wells <[Barbara.Wells@osbi.ok.gov](mailto:Barbara.Wells@osbi.ok.gov)>  
**Subject:** RE: Request to Surplus (Transfer) Microscope from OSBI Firearms to Tulsa PD Lab

Here you go.

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**From:** Janice Joslin <[Janice.Joslin@osbi.ok.gov](mailto:Janice.Joslin@osbi.ok.gov)>  
**Sent:** Monday, March 6, 2023 12:22 PM  
**To:** Andrea Fielding <[Andrea.Fielding@osbi.ok.gov](mailto:Andrea.Fielding@osbi.ok.gov)>  
**Cc:** Kate Millar <[Kate.Millar@osbi.ok.gov](mailto:Kate.Millar@osbi.ok.gov)>; Barbara Wells <[Barbara.Wells@osbi.ok.gov](mailto:Barbara.Wells@osbi.ok.gov)>  
**Subject:** Request to Surplus (Transfer) Microscope from OSBI Firearms to Tulsa PD Lab

Hi Andrea,

Please see the request to surplus the extra microscope from Firearms to Tulsa PD Lab per OSBI Policy 209 and state statute:

OSBI Policy 209, section III.L.3:

1. The transfer of surplus and new property to any law enforcement agency of any political subdivision of the state of Oklahoma will be handled using the Request to Surplus Property form (209C). The director of the OSBI is responsible for exercising discretion and determining when and to whom surplus property of the OSBI shall be donated as allowed pursuant to 74 O.S. § 62.3. Any surplus property donated to a receiving agency shall be used only for valid and authorized law enforcement efforts of the receiving agency. The transferred surplus or new property should be noted in the inventory with records documenting the transfer.

E. Notwithstanding the provisions of the Oklahoma Surplus Property Act, the Oklahoma State Bureau of Investigation may, pursuant to rules promulgated by the Oklahoma State Bureau of Investigation Commission for that purpose, donate any surplus property, as defined in [Section 62.2](#) of this title, to any law enforcement agency of any political subdivision of the State of Oklahoma. The use of such donated equipment shall be limited to valid and authorized law enforcement efforts by the receiving agency."

Thanks,  
Janice

<image001.png>

**JANICE JOSLIN**

Division Director  
Criminalistics Services Division  
Oklahoma State Bureau of Investigation

**Phone:** (405) 715-9554

**Fax:** (405) 330-6207

**Email:** [janice.joslin@osbi.ok.gov](mailto:janice.joslin@osbi.ok.gov)

OSBI Forensic Science Center  
800 E. 2<sup>nd</sup> Street  
Edmond, OK 73034

<https://osbi.ok.gov/forensic-services>

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# REQUEST TO SURPLUS PROPERTY

NAME: Kate Millar DIVISION: CSD UNIT: Firearms DATE: 3/6/2023

Description	Make (Manufacturer)	Model	Serial #	Category	Asset #	Value	Condition
Comparison Microscope	Leeds	LCF 1200	447724		11002		Good

The above listed items are approved for surplus.

Division Director Signature \_\_\_\_\_ Date: 3/6/2023

Approval to transfer Outside of OSBI

Director or Deputy Director Andrea Fielding Date 3/6/2023

Digitally signed by Andrea Fielding  
DN: cn=Andrea Fielding, o=OSBI, ou=Administration,  
email=andrea.fielding@osbi.nj.gov, c=US  
Date: 2023.03.06 12:17:40 -0500

Items listed above will be: ☐ Sent to State Surplus ☐ Transferred to: \_\_\_\_\_ ☐ Sold at Auction ☐ Sold by Sealed Bid

Disposed of by: \_\_\_\_\_

Surplus Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Data Processing Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Fleet Purchasing Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_

## ACCOUNTING SECTION

Items listed have been removed from the OSBI's Inventory

Accounting Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

This form to be used for any and all equipment. Any broken or obsolete items may be disposed of with the approval of the State Surplus Property manager.

NOTE: This is a request to surplus only, you will be notified when surplus will be picked up or can be taken to Supply.