

# Donation

Version 2.1 released on 6/29/23

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



<b>CITY COUNCIL USE ONLY</b>		Tracking #: _____		<b>CITY CLERK USE ONLY</b>	
Date Received: _____	Committee: _____	<input type="checkbox"/> Scanned	Date: 07.19.2023		
Committee Date: _____	Hearing Date: _____	<input type="checkbox"/> Posted	Item #: 2307.01519		
1 <sup>st</sup> Agenda Date: _____	2 <sup>nd</sup> Agenda Date: _____				

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

## Primary Details

<b>Board Approval</b>		<b>Other Board Name</b>	<b>City Council Approval</b>
_____		_____	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Department</b>	<b>Contact Name</b>	<b>Email</b>	<b>Phone</b>
Water and Sewer	Eric Lee	elee@cityoftulsa.org	918-596-7274
<b>Bid/Project Number</b>	<b>Project Title</b>	<b>Donator</b>	<b>Type of Donation</b>
_____	_____	American Water Works Association	Travel
<b>Travel Event Title</b>	<b>Traveler's Name</b>	<b>Event Date</b>	<b>Donation Amount/Value</b>
July 2023	Eric Lee	7/17/23	\$447.97
<i>City Council requires a dollar value</i>			



## 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.AbstrTitle5413102.6001-4043122-541102-\$30,000.01)

## Approvals

<b>Department:</b>		<b>Date:</b>	7.11.2023
<b>Legal:</b>	N/A	<b>Date:</b>	
<b>Board:</b>		<b>Date:</b>	
<b>Mayor:</b>		<b>Date:</b>	JUL 19 2023
<b>Other:</b>		<b>Date:</b>	

## Policy Statement

### Background Information

Attending AWWA meeting with other water industry leaders and professionals to provide guidance to the water industry, discuss best practices and learn what process improvements can be applied to the City of Tulsa.

Provide background information on the requested action.

### Summation of the Requested Action

Donation to attend the AWWA Director's Meeting in Denver, CO July 17-18, 2023. All expenses donated by AWWA in the amount of \$447.97.

Summarize the pertinent details of the requested action

### Other Pertinent Details

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

RECEIVED  
CITY OF TULSA  
LEGAL DEPARTMENT  
2023 JUL 11 AM 11:45