

# Donation

Version 2.4 released on 7/24/23

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



## CITY COUNCIL USE ONLY

Date Received: \_\_\_\_\_  
Committee Date: \_\_\_\_\_  
1st Agenda Date: \_\_\_\_\_

Tracking #: \_\_\_\_\_  
Committee: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
2nd Agenda Date: \_\_\_\_\_

☐ Scanned  
☐ Posted

## CITY CLERK USE ONLY

Date: 09.13.2023  
Item #: 2309.02102

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

## Primary Details

### Board Approval

Department  
Department of City Experience

Contact Name  
Sherri Carrier

### Other Board Name

Email  
sherricarrier@cityoftulsa.org

### City Council Approval

☒ Yes ☐ No

Phone  
19189231422

### Bid/Project Number

Project Title  
Animal Transport

Donator  
Humane Society of Tulsa

Type of Donation  
Travel

Enter a Bid or Project Number (not a Title or Description)

Travel Event Title  
Animal Transport out of State

Traveler's Name  
Colton Jones

### Event Date

Donation Amount/Value  
\$1,625.00

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: Sep 11, 2023  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: SEP 13 2023  
Date: \_\_\_\_\_

## Policy Statement

### Background Information

Donation for fuel and hotel for animal transport to Pennsylvania.

*Provide background information on the requested action.*

### Summation of the Requested Action

Consideration and possible approval, adoption, denial, amendment or revision of a travel donation from the Humane Society of Tulsa (HST) in the amount of one thousand, six hundred twenty-five dollars (\$1,625.00) for Colton Jones to travel to Pennsylvania on September 11-14, 2023, to transport animals to a rescue facility.

*Summarize the pertinent details of the requested action*

### Other Pertinent Details

Tulsa Animal Welfare will be transporting dogs to Pennsylvania to free space in the shelter.

*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 (addtl signature copies attached)
- ☐ Must be filed with other governmental entity
- ☐ Addtl governmental entity approval(s) required

### Additional Routing and Processing Details

Humane Society of Tulsa  
9521-B Riverside Drive  
Box 542  
Tulsa, OK 74137  
Phone (918) 495-3647



## ESTIMATE

SEPTEMBER 05, 2023

### BILL TO

### SHIP TO

### INSTRUCTIONS

For reference for:  
Tulsa Animal Welfare

Cost for transport to Allentown, PA

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Fuel Cost	\$1,125.00	\$1,125.00
4	Hotel Room/Night	\$125.00	\$500.00
SUBTOTAL			\$1,625.00
TOTAL ESTIAMTE			\$1,625.00