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				CITY CLERK USE ONLY
Date Received: _____	Tracking #: _____			Date: 11.08.2023
Committee Date: _____	Committee: _____	☐ Scanned		
1st Agenda Date: _____	Hearing Date: _____	☐ Posted		Item #: 2311.02640
	2nd Agenda Date: _____			

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

Primary Details

Board Approval
_____

Other Board Name
_____

City Council Approval
⦿ Yes   ○ No

Department
Department of City Experience

Contact Name
Krystal Reyes

Email
kreyes@cityoftulsa.org

Phone
9186955238

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

Project Title
_____

Donator
Obama Foundation

Type of Donation
Travel

Travel Event Title
My Brother's Keeper Alliance Fall Convening

Traveler's Name
Krystal Reyes

Event Date
11/2/23

Donation Amount/Value
$600.00
City Council requires a dollar value

Chicago, Illinois

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

		Date:	
Department:	*[signature]*	**Date:**	Nov 1, 2023
Legal:		**Date:**	
Board:		**Date:**	
Mayor:	*[signature]*	**Date:**	NOV 08 2023
Other:		**Date:**	

Policy Statement

Background Information

The My Brother's Keeper Alliance (MBKA) fall convening is bringing together leaders from the MBK Communities across the country, including those that are Model Communities. Krystal Reyes will be attending Nov 2, 2023 as part of a delegation from Tulsa.

Provide background information on the requested action.

Summation of the Requested Action

Requesting approval of travel donation to attend the convening. All expenses including flight, hotel and meals during the convening will be covered by the Obama Foundation.

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 (addt'l signature copies attached)
☐ Must be filed with other governmental entity
☐ Addt'l governmental entity approval(s) required

Additional Routing and Processing Details
_____