

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

Date Received: _____
Committee Date: _____
1st Agenda Date: _____

Tracking #: _____
Committee: _____
Hearing Date: _____
2nd Agenda Date: _____

CITY CLERK USE ONLY

Scanned Date: 11.08.2023
 Posted Item #: 2311.02625

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: Fire
Contact Name: Michael Baker

Email: MBaker@cityoftulsa.org

Phone: 918-596-9440

Bid/Project Number: _____
Project Title: _____

Donator: Miami Fire Department

Type of Donation: Travel

Travel Event Title: Promotion Assessment
Traveler's Name: Kenneth Gunn

Event Date: November 4-8, 2023

Donation Amount/Value: \$750.00

City Council requires a dollar value

Miami, Florida

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

Department: MDH
Legal: _____
Board: _____
Mayor: [Signature]
Other: _____

Date: 11/1/23
Date: _____
Date: _____
Date: NOV 08 2023
Date: _____

Policy Statement

Background Information

chief Gunn will be one of the assessors for Miami Fire Department Promotion process. All the costs are covered by Miami FD.

Provide background information on the requested action.

Summation of the Requested Action

Requesting approval to accept donation

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

Tulsa Fire Department – Special Training/Travel Request

Section I: To be completed by applicant	Name	Kenneth Gunn		
	Today's Date	10/16/2023		
	Rank	FD05		
	Assignment	HQ		
	Course Description	Assessor for Miami, Fl. Chief Officer Exam		
	Course Location	City of Miami Fire Dept		
	Course Dates:	11/4-11/8/2023		
	Goals & Objectives to be achieved by attendance	Offer service to The City of Miami Fire Dept. To gain insight into other departments procedures.		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	\$0.00		
Applicant's Signature				
Section II: To be completed by immediate supervisor	Course relation to applicant's current position	<i>Prepare for higher roles & responsibilities</i>		
Section III: To be completed by Assistant Chief/Branch Chief	Measurable benefit to TFD	<i>Build assesment skills</i>		
	Staffing Level Impact	<i>0</i>		
	Check development type	<input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal <small>Type or write Yes or No on the appropriate line.</small>		
	Funding Source: Indicate which section or branch budget will be charged for this training	<i>Paid by assesment provider</i>		
	Grant Funded: Indicate which grant	<i>NA</i>		
Section IV: Routing and approval process:		Signature	Approve	Date
	District Chief			
	Assistant/Branch Chief			
	Deputy Chief			
	Finance Chief	<i>[Signature]</i>		
	Fire Chief			<i>10-30-23</i>
	TFD Finance for Request for Action and travel arrangements.			
Comments:				

PLEASE NOTE: THIS FORM NEEDS TO BE COMPLETED AND RECEIVED BY THE TFD FINANCE OFFICE 30 DAYS PRIOR TO TRAVEL DATES. **Revised 4-15-2010**