

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>12.20.2023</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2312.02978</u>
1 st Agenda Date: _____	Hearing Date: _____		
	2 nd 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
_____	_____	<input type="radio"/> Yes <input checked="" type="radio"/> No
Department	Contact Name	Email
Fire	Michael Baker	MBaker@cityoftulsa.org
Phone		
918-596-9440		
Bid/Project Number	Project Title	Donator
_____	_____	Pierce Manufacturing
Type of Donation		
Travel		
Travel Event Title	Traveler's Name	Event Date
Final inspection of Ladder Trucks	Julie Lynn	<u>Dec. 19.22.2023</u>
Donation Amount/Value		
\$750.00		
<i>City Council requires a dollar value</i>		

Appleton WI

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.Abst>Title5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department:

Legal: _____

Board: _____

Mayor:

Other: _____

Date: 12/14/23

Date: _____

Date: _____

Date: DEC 29 2023

Date: _____

Policy Statement

Background Information

Pierce Manufacturing is inviting 4 firefighters for the final inspection of ladder trucks. This is part of ordering process and all the expenses will be paid for by Pierce Manufacturing.

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

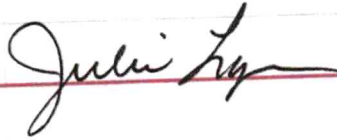
Additional Routing and Processing Details

Tulsa Fire Department – Special Training/Travel Request

**Section I:
To be
completed by
applicant**

Name Julie Lynn
 Today's Date 12/7/2023
 Rank FD05
 Assignment Deputy Chief of Sup.Serv.
 Course Description Truck Inspections
 Course Location Appelton, WI
 Course Dates: December 19- 22
 Goals & Objectives to be achieved by attendance Final Inspections
 Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals 0

Applicant's Signature



Section II: To be completed by immediate supervisor

Course relation to applicant's current position

Section III: To be completed by Assistant Chief/Branch Chief

Measurable benefit to TFD 1

Staffing Level Impact 0



Check development type Professional (Department funded) Personal Time Off ___ Funded ___
Type or write Yes or No on the appropriate line.

Funding Source: Indicate which section or branch budget will be charged for this training

Apparatus - already funded

Grant Funded: Indicate which grant

Section IV: Routing and approval process:

	Signature	Approve	Date
District Chief			
Assistant/Branch Chief			
Deputy Chief		✓	12/7/23
Finance Chief			
Fire Chief		✓	12/11/23

TFD Finance for Request for Action and travel arrangements.
 Comments: