

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>2312-02979</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	Phone
Fire	Michael Baker	MBaker@cityoftulsa.org	918-596-9440
Bid/Project Number	Project Title	Donator	Type of Donation
_____	_____	Pierce Manufacturing	Travel
Travel Event Title	Traveler's Name	Event Date	Donation Amount/Value
Final inspection of Ladder Trucks	Garrett Reed	Dec 19-22, 2023	\$750.00
			<i>City Council requires a dollar value</i>

Budget

Funding Source(s)

Appleton WI

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:	<u>mbse</u>	Date:	<u>12/14/23</u>
Legal:	_____	Date:	_____
Board:	_____	Date:	_____
Mayor:	<u>[Signature]</u>	Date:	<u>DEC 20 2023</u>
Other:	_____	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


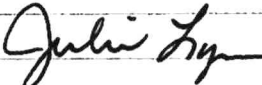

Other Pertinent Details

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	Additional Routing and Processing Details
<input type="checkbox"/> Mail vendor copy (addt'l signature copies attached)	_____
<input type="checkbox"/> Must be filed with other governmental entity	
<input type="checkbox"/> Addt'l governmental entity approval(s) required	

Tulsa Fire Department – Special Training/Travel Request

Section 1: To be completed by applicant	Name	Garrett Reed		
	Today's Date	12-6-23		
	Rank	FD-04		
	Assignment	Physical Resources Officer		
	Course Description	Final on 2 Aerials		
	Course Location	Appleton, WI		
	Course Dates:	12-19-23 to 12-22-23		
	Goals & Objectives to be achieved by attendance			
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	1		
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			
	Staffing Level Impact	Short staff in Supply		
	Check development type	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Personal <small>(Department funded) Time Off Funded</small> <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	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		✓	12/4/23
	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