

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: _____

CITY CLERK USE ONLY

☐ Scanned

Date: 02.14.2024

☐ Posted

Item #: 2402.00386

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
Communications

Contact Name
Michelle Brooks

Email
mbrooks@cityoftulsa.org

Phone
918-596-7700

Bid/Project Number

Project Title

Donator
Government Social Media, LLC

Type of Donation
Travel

Travel Event Title
2024 Government Social
Media Conference

Traveler's Name
Ashtyn Reaugh

Event Date
4/16/24 - 4/18/2024

Donation Amount/Value
\$859.00

Budget

Funding Source(s)

Palm Springs, CA

TOTAL:

Approvals

Department:

Legal:

Board:

Mayor:

Other:

Date:

Date:

Date:

Date:

Date:

01/12/24

FEB 14 2024

Policy Statement

Background Information

Government Social Media LLC is donating the conference fee for the 2024 Government Social Media Conference on April 16-18 to Ashtyn Reaugh, who will be serving as a speaker for the conference and representing the City of Tulsa.

Summation of the Requested Action

Asking for the donation request to be approved.

Other Pertinent Details

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