

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>03.27.2024</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2403.00759</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: Fire	Contact Name: Masako Mercado	Phone: 918-596-1889
Bid/Project Number	Project Title	Type of Donation: Travel
Travel Event Title: Final inspection of Hazmat Truck	Traveler's Name: Lorenzer Holmes James Connors Katrina Duncan	Donation Amount/Value: \$2,250.00 <i>City Council requires a dollar value</i>
Budget	Donator: Pierce Manufacturing	Event Date: 3/13/24 - 3/15/24 Bradenton, FL
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: <u>MDA</u>	Date: <u>3/20/24</u>
Legal: _____	Date: _____
Board: _____	Date: _____
Mayor: <u>[Signature]</u>	Date: <u>MAR 27 2024</u>
Other: _____	Date: _____

Policy Statement

Background Information
Pierce Manufacturing has invited 3 members of Tulsa Fire Department to do the final inspection for Hazmat truck and graphics for 4 stock engines. This is a part of ordering process and all the expenses except for luggage fees are covered by Pierce Manufacturing. Travel dates are 3/13/2024 through 3/15/2024 Lorenzer Holmes, James Connors, Katrina Duncan


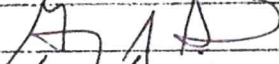
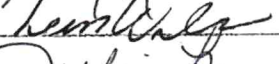
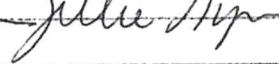

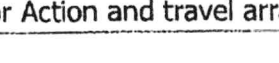
Summation of the Requested Action
Requesting approval to accept donation
Summarize the pertinent details of the requested action

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

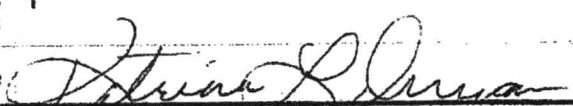
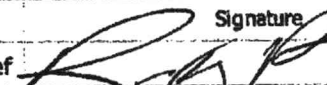
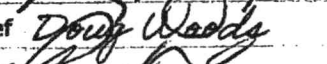

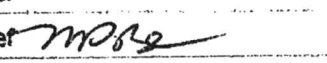
Post Execution Processing	Additional Routing and Processing Details
<input type="checkbox"/> Mail vendor copy (add'l signature copies attached)	_____
<input type="checkbox"/> Must be filed with other governmental entity	
<input type="checkbox"/> Add'l governmental entity approval(s) required	

Tulsa Fire Department – Special Training/Travel Request

Section 1: To be completed by applicant	Name	James B. Connors		
	Today's Date	3-1-24		
	Rank	Lieutenant		
	Assignment	Extra D-3-C		
	Course Description	Apparatus Inspection of 4 Pierce Stock Pumpers.		
	Course Location	Pierce Bradenton, Florida		
	Course Dates:	March 13-15 th		
	Goals & Objectives to be achieved by attendance	Knowledge of Pierce Fire Apparatus for apparatus committee.		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals			
Applicant's Signature				
Section II: To be completed by immediate supervisor	Course relation to applicant's current position	As a member of the Apparatus Committee this will rebuild our fleet.		
Section III: To be completed by Assistant Chief/Branch Chief	Measurable benefit to TFD			
	Staffing Level Impact			
	Check development type	<input type="checkbox"/> Professional <input type="checkbox"/> Personal (Department funded) ___ Time Off ___ Funded <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			
	Grant Funded: Indicate which grant			
Section IV: Routing and approval process:	Signature	Approve	Date	
	District Chief		✓	
	Assistant/Branch Chief		✓	
	Deputy Chief		✓	3/29/24
	Finance Chief		✓	
	Fire Chief		✓	
TFD Finance for Request for Action and travel arrangements.				
Comments:				

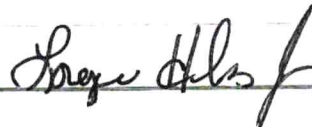
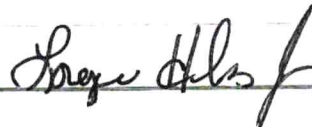
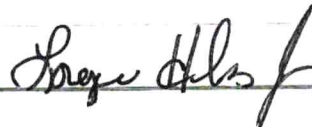






PLEASE NOTE: THIS FORM NEEDS TO BE COMPLETED AND RECEIVED BY THE TFD FINANCE OFFICE 30 DAYS PRIOR TO TRAVEL DATES. Revised 4-15-2010

Tulsa Fire Department – Special Training/Travel Request

Section 1: To be completed by applicant	Name	KATRINA DUNCAN		
	Today's Date	2/29/24		
	Rank	FD #1		
	Assignment	FIREFIGHTER		
	Course Description	APPARATUS SPEC OUT AT PIERCE		
	Course Location	BRADENTON, FL		
	Course Dates:	3/13/24 - 3/15/24		
Goals & Objectives to be achieved by attendance	OVERVIEW OF 2 ENGINES BUILT			
Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals				
Applicant's Signature				
Section II: To be completed by immediate supervisor	Course relation to applicant's current position	APPARATUS COMMITTEE MEMBER		
Section III: To be completed by Assistant Chief/Branch Chief	Measurable benefit to TFD			
	Staffing Level Impact			
	Check development type	<input type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal Time Off <input type="checkbox"/> 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			
	Grant Funded: Indicate which grant			
Section IV: Routing and approval process:	Signature	Approve	Date	
	District Chief		✓	2/29/24
	Assistant/Branch Chief		X	2-29-24
	Deputy Chief		✓	3-6-24
	Finance Chief			
	Fire Chief		✓	3/6/24
TFD Finance for Request for Action and travel arrangements. Comments:				

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Tulsa Fire Department – Special Training/Travel Request

Section I: To be completed by applicant	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Name</td><td>Lorenzer Holmes, Jr.</td></tr> <tr><td>Today's Date</td><td>03/04/2024</td></tr> <tr><td>Rank</td><td>FD-04</td></tr> <tr><td>Assignment</td><td>Communications Specialist</td></tr> <tr><td>Course Description</td><td>Final Inspection of Haz-Mat Truck</td></tr> <tr><td>Course Location</td><td>Bradenton, Florida</td></tr> <tr><td>Course Dates:</td><td>03/13 - 03/15</td></tr> <tr><td>Goals & Objectives to be achieved by attendance</td><td>Final Inspection of Haz-Mat truck and graphics for four stock engines</td></tr> <tr><td>Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals</td><td>Paid for by Pierce/Conrad Fire</td></tr> <tr><td>Applicant's Signature</td><td></td></tr> </table>	Name	Lorenzer Holmes, Jr.	Today's Date	03/04/2024	Rank	FD-04	Assignment	Communications Specialist	Course Description	Final Inspection of Haz-Mat Truck	Course Location	Bradenton, Florida	Course Dates:	03/13 - 03/15	Goals & Objectives to be achieved by attendance	Final Inspection of Haz-Mat truck and graphics for four stock engines	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	Paid for by Pierce/Conrad Fire	Applicant's Signature					
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