

# Donation

Version 2.4 released on 7/24/23

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



<b>CITY COUNCIL USE ONLY</b>		<b>CITY CLERK USE ONLY</b>	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: <u>03.27.2024</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2403.00709</u>
1 <sup>st</sup> Agenda Date: _____	Hearing Date: _____		
	2 <sup>nd</sup> Agenda Date: _____		

All department items requiring Council approval must be submitted through the Mayor's Office.

## Primary Details

<b>Board Approval</b>	<b>Other Board Name</b>	<b>City Council Approval</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	
_____	_____		
<b>Department</b>	<b>Contact Name</b>	<b>Email</b>	<b>Phone</b>
Information Technology	Michael Dellinger	mdellinger@cityoftulsa.org	918-576-5600
<b>Bid/Project Number</b>	<b>Project Title</b>	<b>Donator</b>	<b>Type of Donation</b>
_____	_____	eRepublic (GovTech)	Other
<small>Enter a Bid or Project Number (not a Title or Description)</small>			
<b>Travel Event Title</b>	<b>Traveler's Name</b>	<b>Event Date</b>	<b>Donation Amount/Value</b>
Large City/CountySummit 2024	Michael Dellinger	4/17/24 - 4/19/24	\$845.00
			<small>City Council requires a dollar value</small>

**Budget**


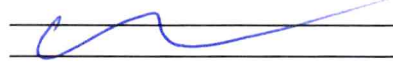
**Funding Source(s)**

CFO Chicago IL Hotel accommodations Meal expenses

### 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

<b>Department:</b>		<b>Date:</b>	3/14/2024
<b>Legal:</b>	_____	<b>Date:</b>	_____
<b>Board:</b>	_____	<b>Date:</b>	_____
<b>Mayor:</b>		<b>Date:</b>	MAR 27 2024
<b>Other:</b>	Cassia Carr Mayor Pro Tem	<b>Date:</b>	_____

## Policy Statement

### Background Information

As we focus on the challenges and opportunities facing local government, the conversations and candid stories of how visionary leaders are maintaining, enabling and pushing forward will be incredibly beneficial as we plan our technology agenda for the future.

Provide background information on the requested action.

### Summation of the Requested Action

As we focus on the challenges and opportunities facing local government, the conversations and candid stories of how visionary leaders are maintaining, enabling and pushing forward will be incredibly beneficial as we plan our technology agenda for the future.

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

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## Donation of Hotel and Meals

Dellinger, Michael <mdellinger@cityoftulsa.org>

Thu 3/7/2024 8:49 AM

To: Martin, Leah

Leah,

Can you prepare a donation of the following for me to attend the Large City/County CIO Summit in Chicago sponsored by govtech.

<https://events.govtech.com/Large-City-County-CIO-Summit.html>

hotel for 2 nights room and tax of \$585

value of meal expenses is \$260

The event will take place on April 18 and 19<sup>th</sup>. Once approved by Jack, I will have you send this through and book my flights.

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Michael Dellinger  
Chief Information Officer