

# Donation

Version 1.9 released on 8/3/21  
Updated RFA for donations including travel donations (use  
employee reimbursement process for travel approvals)



<b>CITY COUNCIL USE ONLY</b>	Tracking #: _____	<b>CITY CLERK USE ONLY</b>
Date Received: _____	Committee: _____	<input type="checkbox"/> Scanned      Date: <u>04.17.2024</u>
Committee Date: _____	Hearing Date: _____	<input type="checkbox"/> Posted      Item #: <u>2404.00906</u>
1 <sup>st</sup> Agenda 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 type="radio"/> Yes <input checked="" type="radio"/> No
<b>Department</b>	<b>Contact Name</b>	<b>Email</b>
Fire	Masako Mercado	mmercado@cityoftulsa.org
<b>Bid/Project Number</b>	<b>Project Title</b>	<b>Donator</b>
		Pierce Manufacturing
<b>Travel Event Title</b>	<b>Traveler's Name</b>	<b>Event Date</b>
Final inspection of Hazmat Truck		4/11/24
		<b>Phone</b>
		918-596-1889
		<b>Type of Donation</b>
		Travel
		<b>Donation Amount/Value</b>
		\$2,250.00
		<i>City Council requires a dollar value</i>

## 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.AbstTitle5413102.6001-4043122-541102-\$30,000.01)

## Approvals

<b>Department:</b>	<u></u>	<b>Date:</b>	<u>4/8/24</u>
<b>Legal:</b>	_____	<b>Date:</b>	_____
<b>Board:</b>	_____	<b>Date:</b>	_____
<b>Mayor:</b>	<u></u>	<b>Date:</b>	<u>APR 17 2024</u>
<b>Other:</b>	_____	<b>Date:</b>	_____

## Policy Statement

**Background Information**  
Pierce Manufacturing has invited 3 members of Tulsa ire Department to do the final inspection for Hazmat truck. This is a part of ordering process and all the expenses except for luggage fees are covered by Pierce Manufacturing. Travel dates are 4/11/2024 through 4/13/2024.

**Travelers:**  
Lorenzer Holmes  
Gerald Scott  
Shelby Thompson

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 (addtl signature copies attached)
- ☐ Must be filed with other governmental entity
- ☐ Addtl governmental entity approval(s) required

### Additional Routing and Processing Details

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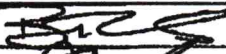


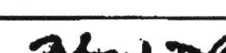
# Tulsa Fire Department – Special Training/Travel Request

<b>Section 1: To be completed by applicant</b>	Name	Lorenzer Holmes, Jr.		
	Today's Date	03/22/2024		
	Rank	FD-04		
	Assignment	Communications Officer		
	Course Description	Final Inspection of Haz-Mat 1		
	Course Location	Bradenton, Florida		
	Course Dates:	4/11 - 4/13 2024		
	Goals & Objectives to be achieved by attendance	Final Inspection of Hazmat truck		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	Paid by Pierce Mfg/ Conrad Fire		
	Applicant's Signature	Lorenzer Holmes, Jr.		
<b>Section II: To be completed by immediate supervisor</b>	Course relation to applicant's current position			
<b>Section III: To be completed by Assistant Chief/Branch Chief</b>	Measurable benefit to TFD	<i>Final inspection for Hazmat</i>		
	Staffing Level Impact	<i>Communications</i>		
	Check development type	<input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal (Time Off) <input type="checkbox"/> 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	<i>NA</i>		
<b>Section IV: Routing and approval process:</b>		Signature	Approve	Date
	District Chief			
	Assistant/Branch Chief			
	Deputy Chief	<i>Julia Hy</i>	✓	3/25/24
	Finance Chief			
	Fire Chief	<i>Wise</i>	✓	3/28/24
	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

<b>Section 1: To be completed by applicant</b>	Name	Gerald Scott		
	Today's Date	3/13/2024		
	Rank	FD02		
	Assignment	L24		
	Course Description	Final inspection of Haz Mat		
	Course Location	Bradenton Florida		
	Course Dates:	4/11 -4/13		
	Goals & Objectives to be achieved by attendance	Inspect new Hazmat Trucks		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals			
Applicant's Signature				
<b>Section II: To be completed by immediate supervisor</b>	Course relation to applicant's current position	Apparatus committee member		
<b>Section III: To be completed by Assistant Chief/Branch Chief</b>	Measurable benefit to TFD	Final inspection of department Apparatus		
	Staffing Level Impact			
	Check development type	<input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Time Off <input type="checkbox"/> Funded <small>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			
<b>Section IV: Routing and approval process:</b>		Signature	Approve	Date
	District Chief	 CM4 INTER	✓	3-13-24
	Assistant/Branch Chief		✓	3/13/24
	Deputy Chief		✓	3-15-24
	Finance Chief			
	Fire Chief		✓	3/15/24
	TFD Finance for Request for Action and travel arrangements.			
Comments:				
<p><b>PLEASE NOTE: THIS FORM NEEDS TO BE COMPLETED AND RECEIVED BY THE TFD FINANCE OFFICE 30 DAYS PRIOR TO TRAVEL DATES.</b></p> <p style="text-align: right;">Revised 1-8-07</p>				



## Tulsa Fire Department – Special Training/Travel Request

<b>Section I: To be completed by applicant</b>	Name	SHELBY THOMPSON		
	Today's Date	3/19/24		
	Rank	FD02		
	Assignment	E22 - C		
	Course Description	FINAL INSPECTION OF HAZMAT		
	Course Location	FLORIDA		
	Course Dates:	APRIL 11-13 2024		
	Goals & Objectives to be achieved by attendance	FINAL INSPECTION OF NEW HAZMAT		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals			
Applicant's Signature		[Signature]		
<b>Section II: To be completed by immediate supervisor</b>	Course relation to applicant's current position	APPARATUS COMMITTEE		
<b>Section III: To be completed by Assistant Chief/Branch Chief</b>	Measurable benefit to TFD			
	Staffing Level Impact			
	Check development type	<input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal <small>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			
<b>Section IV: Routing and approval process:</b>	Signature		Approve	Date
	District Chief	[Signature]	✓	3/19
	Assistant/Branch Chief	[Signature]	✓	3/19
	Deputy Chief	[Signature]	✓	3-21-24
	Finance Chief			
	Fire Chief	[Signature]	✓	3/21/24
	TFD Finance for Request for Action and travel arrangements.			
	Comments:			
<b>PLEASE NOTE: THIS FORM NEEDS TO BE COMPLETED AND RECEIVED BY THE TFD FINANCE OFFICE 30 DAYS PRIOR TO TRAVEL DATES.</b>				

Revised 1-8-07