

# 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>05.22.2024</u>
Committee Date: _____	Hearing Date: _____	<input type="checkbox"/> Posted      Item #: <u>2405.01274</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> Fire	<b>Contact Name</b> Masako Mercado	<b>Email</b> mmercado@cityoftulsa.org	<b>Phone</b> 918-596-1889
<b>Bid/Project Number</b>	<b>Project Title</b>	<b>Donator</b> U.S. Department of Homeland Security	<b>Type of Donation</b> Travel
<b>Travel Event Title</b> SAREX Search and Rescue Exercise 2014	<b>Traveler's Name</b> Ryan Stephens	<b>Event Date</b> 5/20/24	<b>Donation Amount/Value</b> \$1,000.00 <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> _____	<b>Date:</b> <u>5/15/24</u>
<b>Legal:</b> _____	<b>Date:</b> _____
<b>Board:</b> _____	<b>Date:</b> _____
<b>Mayor:</b> <u>[Signature]</u>	<b>Date:</b> <u>MAY 22 2024</u>
<b>Other:</b> _____	<b>Date:</b> _____

## Policy Statement

**Background Information**  
Ryan Stephens will be attending SAREX Search and Rescue Exercise 2024 in College Station, TX. This is an invitation only exercise and lodging and registration fee will be paid for by U.S. Department of Homeland Security.

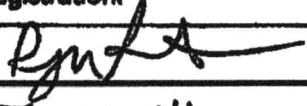





**Summation of the Requested Action**  
Requesting approval to accept donation

**Other Pertinent Details**

## Processing Information for City Clerk's Office

<b>Post Execution Processing</b> <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	<b>Additional Routing and Processing Details</b> _____
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# Tulsa Fire Department – Special Training/Travel Request

<b>Section I:</b> To be completed by applicant	Name	Ryan Stephens		
	Today's Date	04/01/24		
	Rank	FD 02		
	Assignment	L4A		
	Course Description	SAREX Search and Rescue Exercise 2024		
	Course Location	College Station, TX		
	Course Dates:	May 20-23, 2024		
	Goals & Objectives to be achieved by attendance	Perform helicopter search and rescue training in a large scale real world scenario environment.		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	Per diem. Homeland Security paying for hotel and registration.		
	Applicant's Signature			
<b>Section II:</b> To be completed by immediate supervisor	Course relation to applicant's current position	Improve abilities as a rescue tech and become more capable as a member of Rescue and USAR		
<b>Section III:</b> To be completed by Assistant Chief/Branch Chief	Measurable benefit to TFD	Member gain knowledge and is on the rescue team.		
	Staffing Level Impact	Minimal		
	Check development type	<input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal <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			
<b>Section IV:</b> Routing and approval process:		Signature	Approve	Date
	District Chief		X	4/1/24
	Assistant/Branch Chief		X	4-1-24
	Deputy Chief		✓	5-2-24
	Finance Chief			
	Fire Chief		✓	5/2/24
	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