

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

Date Received: _____
Committee Date: _____
1st Agenda Date: _____

Tracking #: _____
Committee: _____
Hearing Date: _____
2nd Agenda Date: _____

CITY CLERK USE ONLY

☐ Scanned Date: 08.14.2024
☐ Posted Item #: 2408:02143

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
Fire

Contact Name
Michael Baker

Email
MBaker@cityoftulsa.org

Phone
918-596-9440

Bid/Project Number

Project Title

Donator
Milwaukee Fire Department

Type of Donation
Travel

Travel Event Title
Promotion Assessment

Traveler's Name
Troy Franklin

Event Date
9/16/24

Donation Amount/Value
\$800.00

City Council requires a dollar value

10/13-20/2024

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

Department: Charles L. Lucant Jr.
Legal: _____
Board: _____
Mayor: [Signature]
Other: _____

Date: 8/13/24
Date: _____
Date: _____
Date: AUG 14 2024
Date: _____

Policy Statement

Background Information

Captain Franklin will be one of the assessors for Milwaukee Fire Department promotion process. All costs except the luggage fee are covered by Milwaukee FD.

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 (add'l signature copies attached)
☐ Must be filed with other governmental entity
☐ Add'l governmental entity approval(s) required

Additional Routing and Processing Details

Tulsa Fire Department – Special Training/Travel Request

Section 1: To be completed by applicant	Name	Troy D. Franklin		
	Today's Date	10/13-18,2024		
	Rank	Captain		
	Assignment	Assistant Fire Marshal		
	Course Description	Assessment Center for Milwaukee Fire Department		
	Course Location	Milwaukee, WI		
	Course Dates:	October 13 th - 18 th -20th, 2024		
	Goals & Objectives to be achieved by attendance	Provide assistance with Promotional exam process for the rank of Lieutenant and Captains rank		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	No Cost		
	Applicant's Signature	x		
Section II: To be completed by immediate supervisor	Course relation to applicant's current position	Capt. Franklin helps w/ Assessment Centers to help stay up to date w/ fire dept strategies & tactics & to help TFD members		
	Measurable benefit to TFD	Yes builds a good network w/ other fire professionals & TFD members		
Section III: To be completed by Assistant Chief/Branch Chief	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	Ø		
	Grant Funded: Indicate which grant			
Section IV: Routing and approval process:		Signature	Approve	Date
	District Chief			
	Assistant/Branch Chief			
	Deputy Chief	Charles D. French	✓	8/8/24
	Finance Chief			
	Fire Chief	M. B.	✓	8/8/24
	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