

Donation

Version 2.4 released on 7/24/23

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



WS0120823

CITY COUNCIL USE ONLY

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

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

CITY CLERK USE ONLY

☐ Scanned
☐ Posted

Date: 08.28.2024
 Item #: 2408.02267

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
 Water and Sewer

Contact Name
 Desiree Quarles-Dobey

Email
 dquarles-
 dobey@cityoftulsa.org

Phone
 918-596-9501

Bid/Project Number

Project Title

Donator

AWWWA *sem*
 AWWA

Type of Donation
 Travel

Enter a Bid or Project Number (not a
 Title or Description)

Travel Event Title
 AWWA Ace Conference

Traveler's Name
 Eric Lee

Event Date
 10/3/23

Donation Amount/Value
 \$600.00

City Council requires a dollar value

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.Abst>Title5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department:

Legal:

Board:

Mayor:

Other:

Date:

Date:

Date:

Date:

Date:

8.21.2024

AUG 28 2024

Policy Statement

Background Information

Donation from American Water Works Association to attend the AWWA Mid-Year Board Meeting in Denver, Colorado. AWWA pays for all travel cost.

Provide background information on the requested action.

Summation of the Requested Action

Accept donation from AWWA for Eric Lee to attend Mid-Year Board Meeting in Denver, Colorado.

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

Quarles-Dobey, Desiree

From: Hillman, Alynna
Sent: Wednesday, August 21, 2024 9:10 AM
To: Quarles-Dobey, Desiree
Subject: RE: Booking No. 6028819761 is complete. Here's your ticket

Yes, just waiting on the emailed confirmation form the hotel. If I don't get it by noon, I'm going to call back.

From: Quarles-Dobey, Desiree <dquarles-dobey@cityoftulsa.org>
Sent: Wednesday, August 21, 2024 9:09 AM
To: Hillman, Alynna <ahillman@cityoftulsa.org>
Subject: RE: Booking No. 6028819761 is complete. Here's your ticket

No, that is all he has received. Did you book his hotel?

From: Hillman, Alynna <ahillman@cityoftulsa.org>
Sent: Wednesday, August 21, 2024 8:52 AM
To: Quarles-Dobey, Desiree <dquarles-dobey@cityoftulsa.org>
Subject: RE: Booking No. 6028819761 is complete. Here's your ticket

Do you know if he also got a receipt? It shows the amount paid but it doesn't have anything with my p-card number on it.

From: Quarles-Dobey, Desiree <dquarles-dobey@cityoftulsa.org> **On Behalf Of** Lee, Eric
Sent: Tuesday, August 20, 2024 9:56 AM
To: Hillman, Alynna <ahillman@cityoftulsa.org>
Subject: FW: Booking No. 6028819761 is complete. Here's your ticket

Eric's flight.

From: emailtoolkit@esky.pl <emailtoolkit@esky.pl> **On Behalf Of** eSky.com
Sent: Tuesday, August 20, 2024 7:58 AM
To: Lee, Eric <ELEE@cityoftulsa.org>
Subject: Booking No. 6028819761 is complete. Here's your ticket



eSky booking number
6028819761
[View details](#)

This message was generated automatically, please do not respond to it.

Ready to roll! Here's your booking

Great to have you with us! This email is your e-ticket.

And that's it, now you can count down to your trip!

eSky booking number

6028819761

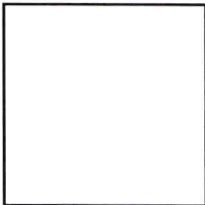
[See details](#)

[See details](#)

What happens to your booking?

1. Processing the booking 6028819761

1



2. Sending the electronic ticket

2

What does your booking include?

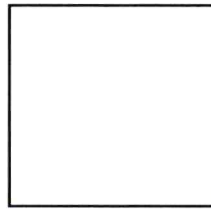


Flight

Flight booking number

2N7DUO

Tulsa (TUL) - Denver (DEN)



06:00, 2 Oct 2024



Travel time: 1h
59min

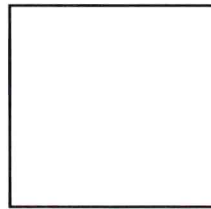
06:59, 2 Oct 2024

Airline: United Airlines Flight number: 5667

Flight booking number

2N7DUO

Denver (DEN) - Tulsa (TUL)



18:00, 3 Oct 2024



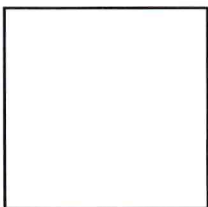
Travel time: 1h
40min

20:40, 3 Oct 2024

Airline: United Airlines Flight number: 2444

More details can be found on the [your booking page](#).

Travelers



Mr Lee
Eric
D.o.B
31.07.1972

Lot Tulsa

Denver

Personal item 43 × 25 × 22 cm

Seat 23B Tulsa - Denver

Seat 22C Denver - Tulsa

Price

Paid	291.39 USD
Total price	291.39 USD

eSky.com

If you have any questions or concerns, please check out the [most frequently asked questions](#). You can also check the details on the [page of your booking](#). If you need to contact us, please use the [contact form](#).

Helpline: +1 202 75 49 021 - open 24h/7.

ADDITIONAL INFORMATION

The Flight Ticket Reservation System Administrator is eSky.pl S.A., Murckowska 14a, 40-265 Katowice, Poland.

Terms and conditions, information on personal data processing and other legal information, available at [eSky.com](https://www.esky.com)

B548BA76-6EBD-B7E8-8A84-3D9EDF00FC70-66c492eb9543a@esky-et2-green.query.consul

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