

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		CITY CLERK USE ONLY	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: <u>10.09.2024</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item # <u>2410.02732</u>
1 st Agenda Date: _____	Hearing Date: _____		
	2 nd Agenda Date: _____		

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

Primary Details

Board Approval	Other Board Name	City Council Approval	
_____	_____	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Department	Contact Name	Email	Phone
Fire	Masako Mercado	mmercado@cityoftulsa.org	918-596-1889
Bid/Project Number	Project Title	Donator	Type of Donation
_____	_____	US Homeland Security	Travel
Travel Event Title	Traveler's Name	Event Date	Donation Amount/Value
Hazardous Materials Instructor and Commander Conference	Tyler Broughton	11/11/24	\$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.Abst>Title5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department:

Legal: _____

Board: _____

Mayor: James Wagner

Other: _____ Mayor Pro Tem

Date: 10/7/24

Date: _____

Date: _____

Date: OCT 09 2024

Date: _____

Policy Statement

Background Information

Firefighter Tyler Broughton is attending Hazardous Materials Instructor Commander Conference in Ft. Lauderdale, FL from 11/11/2024 through 11/14/2024. All expenses are paid for by U.S. Department of Homeland Security

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


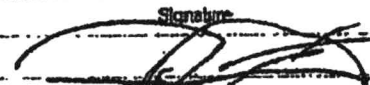
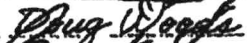


Processing Information for City Clerk's Office

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 I: To be completed by applicant	Name	Tyler Broughton		
	Today's Date	09-10-2024		
	Rank	Firefighter		
	Assignment	HM-B		
	Course Description	Hazardous Materials Instructor Commander Conference		
	Course Location	Fl. Lauderdale, Fl		
	Course Dates:	November 11-14, 2024		
	Goals & Objectives to be achieved by attendance	Opportunity to gain more knowledge for my role on Haz-Mat.		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	Homeland Security is Paying for all expenses.		
Applicant's Signature				
Section II: To be completed by immediate supervisor	Course relation to applicant's current position			
Section III: To be completed by Assistant Chief/Branch Chief	Measurable benefit to TFD			
	Staffing Level Impact			
	Check development type	<input type="checkbox"/> Professional <input type="checkbox"/> Personal <small>(Department funded) Time Off Funded</small> Type or write Yes or No on the appropriate line.		
	Funding Source: Indicate which section or branch budget will be charged for this training			
	Grant Funded: Indicate which grant			
Section IV: Routing and approval process:		Signature	Approve	Date
	District Chief		✓	9-11-24
	Assistant/Branch Chief		X	9-11-24
	Deputy Chief		✓	9-10-24
	Finance Chief			
	Fire Chief		✓	9/16/24
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				