

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>12.11.2024</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2412.03330</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	Donor	Type of Donation
_____	_____	Miami Fire Department	Travel
Travel Event Title	Traveler's Name	Event Date	Donation Amount/Value
Promotion Assessment	Matt Phippen	1/27/25	\$750.00
<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

Department:	<u>MDBe</u>	Date:	<u>12/21/24</u>
Legal:	_____	Date:	_____
Board:	_____	Date:	_____
Mayor:	<u>[Signature]</u>	Date:	<u>DEC 11 2024</u>
Other:	_____	Date:	_____

Policy Statement

Background Information

Captain Phippen will be one of the assessors for Miami Fire Department Captain promotion process. All the costs are covered by Miami FD except for luggage fees

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	Matt Phippen		
	Today's Date	11-25-2024		
	Rank	Captain		
	Assignment	Haz-Mat Coordinator		
	Course Description	Miami Fire Dept Captain Exam		
	Course Location	Miami, Fl		
	Course Dates:	January 27-29		
	Goals & Objectives to be achieved by attendance	Assist Miami FD with promoting futute leaders		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	All costs are covered by Miami FD		
Applicant's Signature	<i>Matt Phippen</i>			
Section II: To be completed by immediate supervisor	Course relation to applicant's current position	will help develop Captom Phippen's ability to equip future leaders on the TFD.		
Section III: To be completed by Assistant Chief/Branch Chief	Measurable benefit to TFD	Prepare for higher roles.		
	Staffing Level Impact	<i>0</i>		
	Check development type	<input type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal ___ Time Off ___ Funded Type or write Yes or No on the appropriate line.		
	Funding Source: Indicate which section or branch budget will be charged for this training	donation		
	Grant Funded: Indicate which grant	NA		
Section IV: Routing and approval process:		Signature	Approve	Date
	District Chief	<i>[Signature]</i>	✓	11-25-2024
	Assistant/Branch Chief			
	Deputy Chief	<i>Julie Lynn</i>	✓	11-2-24
	Finance Chief			
	Fire Chief	<i>[Signature]</i>	✓	11/2/24
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