# Donation

Version 1.9 released on 8/3/21

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



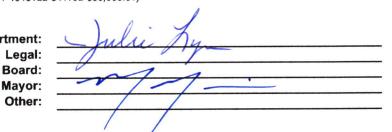
CITY COUNCIL USE ONLY Date Received: Committee Date: 1 <sup>st</sup> Agenda Date:	Commi Hearing D	Tracking #: Committee: Sca Hearing Date: Posi		CITY CLERK USE ONLY Date: $12, 18, 2024$ Item #2412,03398	
All departm	ent items requiring Council app	roval must be submitted th	nrough the Ma	yor's Office.	
Primary Details					
Board Approval		Other Board Name		City Council Approval	
Department Fire	Contact Name Masako Mercado	Email MMercado@Cityoftu	ulsa.org	Phone 918-596-1889	
Bid/Project Number	Project Title	Donator Pierce Manufacturin	g	Type of Donation Travel	
Travel Event Title Final inspection of 4 stock engines	Traveler's Name	Event Date 12/16/24		Donation Amount/Value \$1,500.00 City Council requires a dollar value	
Budget Funding Source(s)	-				

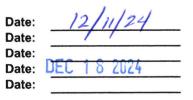
TOTAL:

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.AbstrTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals	Α	p	p	ro	v	a	ls
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**Department:** Legal: Board:





## **Policy Statement**

#### **Background Information**

Pierce Manufacturing is inviting members of TFD for the final inspection on stock engines as a part of apparatus ordering/purchasing process. All expenses except for the luggage fees are paid by Pierce Manufacturing.

Members: Garrett Reed, Caleb Morrison

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 (addt'l signature copies attached)
- Must be filed with other governmental entity
- Addt'l governmental entity approval(s) required

**Additional Routing and Processing Details** 

To be completed by ipplicant       Today's Date       12/3/24         Course International Internation International Internation International Internation International Internation International Internation Inte		1 6				
Completed by ppplicant         Hore To any provession           Rank         FD-01           Assignment         L-24-A           Course Description         Pierce Fire Manufacturing           Course Location         Bradenton, Florida           Course Location         Bradenton, Florida           Course Location         Bradenton, Florida           Course Description         December 16 <sup>th</sup> -20 <sup>th</sup> 2024           Goals & Objectives to be achieved by attendence         Inspection of new fire apparatus           Estimated Course Cost: Including registration, afrare, hotel, per diem, and reare.         Unknown           Applicant's Signature         Calue           ection II: To e completed yimmediate upervisor         Course relation to applicant's current position         Member is involved in the apparatus committee.           Staffing Level Impact         -1         Have our member inspect our trucks.           ob be ompleted by sistant hief / Branch hief         Check development type         X         Professional (Department funder)         Personal 	Section 1:	Name	Caleb Morrison			
Impricant       Impricant       Impricant       Impricant       Impricant         Assignment       L-24-A         Course Description       Pierce Fire Manufacturing         Course Location       Bradenton, Florida         Course Dates:       December 16th-20th 2024         Goals & Objectives to be achieved by attendance       Inspection of new fire apparatus         Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals       Unknown         Applicant's Signature       Course relation to applicant's current position         ection III: o be ompleted by sistant       Member is involved in the apparatus committee.         Course relation to applicant's sistant       Member is involved in the apparatus committee.         Course relation to applicant's sistant       Member is involved in the apparatus committee.         Course relation to applicant's sistant       Member is involved in the apparatus committee.         Course relation to applicant's current position       Member is involved in the apparatus committee.         Staffing Level Impact       -1         hief / Branch hief       Staffing Level Impact       -1         Funding Source: Indicate which section or branch budget will be charged for this training       Staffing       Vers or No on the appropriate line.         Grant Funded: Indicate which grant       Messistant/Branch Chief	To be	Today's Date	12/3/24			
Assignment       L-24-A         Course Description       Pierce Fire Manufacturing         Course Location       Bradenton, Florida         Course Dates:       December 16 <sup>th</sup> -20 <sup>th</sup> 2024         Goals & Objectives to be achieved by attendance       Inspection of new fire apparatus         Estimated Course Cost: Including registration, affare, hotel, per dien, and rents       Unknown         Course reliation to applicant's Signature       Course reliation to applicant's current position         Wember is involved in the apparatus committee.         Course reliation to applicant's current position       Member is involved in the apparatus committee.         Course reliation to applicant's current position       Member is involved in the apparatus committee.         Staffing Level Impact       -1         Measurable benefit to TFD       Have our member inspect our trucks.         Ompleted by ssistant       Staffing Level Impact       -1         Nief Branch hief       Check development type       X       Professional (Department funder)		Rank	FD-01			
Course Location       Bradenton, Florida         Course Dates:       December 16 <sup>th</sup> -20 <sup>th</sup> 2024         Goals & Objectives to be achieved by attendance       Inspection of new fire apparatus         Estimated Course Cost: Including registration, alfrare, hotel, per diem, and rentals       Unknown         ection II: To ecompleted by signature       Call         ection II: To be completed by sistant hief/Branch hief       Measurable benefit to TFD         Have our member inspect our trucks.       Measurable benefit to TFD         Goals Staffing Level Impact       -1         Check development type       X         Funding Source: Indicate which grant       Write Yes or No on the appropriate line.         Funding Source: Indicate which grant       Signature         Grant Funded: Indicate which grant       Loon Wilson         Grant Funded: Indicate which grant       Loon Wilson         Assistant/Branch Die Grant Funded: Finance for Equest for Action and travel arrangements.       12-3-24	applicant	Assignment	L-24-A			
Course Dates:       December 16 <sup>th</sup> -20 <sup>th</sup> 2024         Goals & Objectives to be achieved by attendance       Inspection of new fire apparatus         Estimated Course Cost: Including registration, airfare, hotel, per dien, and rentals       Unknown         Applicant's Signature       Call         ection II: To e completed yimmediate upervisor       Course relation to applicant's current position         Member is involved in the apparatus committee.       Member is involved in the apparatus committee.         obe completed by sistant       Measurable benefit to TFD         Have our member inspect our trucks.       Measurable benefit to TFD         Measurable benefit to TFD       Have our member inspect our trucks.         obe sistant       Staffing Level Impact         Check development type       X         Funding Source: Indicate which grant       Write Yes or No on the appropriate line.         Funding Source: Indicate which grant       Signature       Approve         outing and pproval pproval       District Chief       Yes       A/3/av         pproval       Assistant/Branch Chief       Leon Willion       X       12-3-24         Deputy Chief       Finance Chief       Finance Chief       Z       2-4         TFD Finance for Request for Action and travel arrangements.       /2-4       7-4		Course Description	Pierce Fire Manufacturing			
Goals & Objectives to be achieved by attendance       Inspection of new fire apparatus         Estimated Course Cost:       Induding registration, altrare, hotel, per diem, and rentals         Applicant's Signature       (alument)         ection II: To e completed y immediate guervisor       Member is involved in the apparatus committee.         Course relation to applicant's current position       Member is involved in the apparatus committee.         ection III: o te completed by sistent       Measurable benefit to TFD         Have our member inspect our trucks.       Member is involved in the apparatus committee.         Sistent       Staffing Level Impact -1         hief/Branch       Check development type       Y Professional (Department funded)       Personal Time OffFunded 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         ection IV: oouting and porces:       Oistrict Chief       Signature       Approve       Date         opproval       Assistant/Branch Chief       Leon Willson       X       12-3-24         Deputy Chief       Finance Chief       Finance Chief       Z       -2-4         TFD Finance for Request for Action and travel arrangements.       /2-4       -2-4		Course Location	Bradenton, Florida			
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e completed y immediate upervisor       Course relation to applicant's current position         ection III: o be ompleted by ssistant hief/Branch hief       Measurable benefit to TFD       Have our member inspect our trucks.         Staffing Level Impact       -1         Check development type       X       Professional (Department funded)       Personal 		Applicant's Signature	Cale			
o be ompleted by ssistant hief/Branch hief       Measurable benefit to TFD         Staffing Level Impact       -1         Check development type       X         Professional (Department funded)       Personal Time OffFunded         Funding Source: Indicate which section or branch budget will be charged for this training       Yes or No on the appropriate line.         Grant Funded: Indicate which grant       Signature       Approve       Date         ection IV: outing and pproval rocess:       District Chief       Yes       p/3/az         Assistant/Branch Chief       Leon Wilson       X       12-3-24         Deputy Chief	Section II: To be completed by immediate supervisor		Member is involved in the apparatus co	ommittee.		
ssistant       Staffing Level Impact       -1         hief/Branch       Check development type       X       Professional (Department funded)       Personal 	Section III: To be	Measurable benefit to TFD	Have our member inspect our trucks.	c.a.t.	n , status	
hief/Branch       Check development type       X       Professional (Department funded)       Personal Time OffFunded         Funding Source:       Indicate which section or branch budget will be charged for this training       Write Yes or No on the appropriate line.         Grant Funded:       Indicate which grant       Signature       Approve         ection IV: outing and pproval rocess:       District Chief       Image: Signature       Approve         Assistant/Branch Chief       Leon Wilson       X       12-3-24         Deputy Chief       Image: Signature       /2-4/         Fire Chief       Image: Signature       /2-4/	completed by Assistant Chief/Branch Chief	Staffing Level Impact	-1			
which section or branch budget will be charged for this training         Grant Funded: Indicate which grant         ection IV: outing and pproval rocess:         District Chief         Assistant/Branch Chief         Leon Wilson         X         Peputy Chief         Finance Chief         Fire Chief         Fire Chief         TFD Finance for Request for Action and travel arrangements.		Check development type	X (Department funded)Time Off	Funded	riate line.	
which grant         ection IV:       Signature       Approve       Date         Journal pproval rocess:       District Chief       from Wilson       Yes       12/3/20         Assistant/Branch Chief       Leon Wilson       X       12-3-24         Deputy Chief       Image: Signature       /2-4/         Finance Chief       Image: Signature       /2-4/         TFD Finance for Request for Action and travel arrangements.       Image: Signature       /2-4/		which section or branch budget will be charged for				
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pproval rocess:     District Chief     PG     Curcan     Pd       Assistant/Branch Chief     Leon Wilson     X     12-3-24       Deputy Chief     Image: State of the state	Section IV:		Signature			
Assistant/Branch Chief       Leon Wilson       X       12-3-24         Deputy Chief		District Chief	fige althe	Yes	p/3/2	
Finance Chief     /2-4       Fire Chief     /2-4       TFD Finance for Request for Action and travel arrangements.     /2-4	process:	Assistant/Branch Chlef	Leon Wilson	X	12-3-24	
Fire Chief Chief /2-4 TFD Finance for Request for Action and travel arrangements.		Deputy Chief				
TFD Finance for Request for Action and travel arrangements.		Finance Chief	$\beta = \beta$	/		
TFD Finance for Request for Action and travel arrangements.		Fire Chief	Pmt Sum	/	12.4	
Comments			or Action and travel arrangements.			
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PLEASE NOTE: THIS FORM NEEDS TO BE COMPLETED AND RECEIVED BY THE TFD FINANCE	PLEASE NOTE	THIS FORM NEEDS TO B	E COMPLETED AND RECEIVED BY TH	E TFD FI	NANCE	

# Tulsa Fire Department -- Special Training/Travel Request

OFFICE 30 DAYS PRIOR TO TRAVEL DATES. Revised 1-8-07

Section 1:	Name	Garrett Reed
To be completed by applicant	Today's Date	12/2/24
	Rank	FD-04
	Assignment	Physical Resources Officer
	Course Description	Find Inspection on 4 stock engines
	Course Location	Bradenton, FL
	Course Dates:	12-16 to 12-20
	Goals & Objectives to be achieved by attendance	
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	1
	Applicant's Signature	Smith Real
Section II: To be completed by immediate supervisor	Course relation to applicant's current position	
Section III: To be	Measurable benefit to TFD	Verify construction of apparatus
completed by Assistant Chief/Branch Chief	Staffing Level Impact	ð
	Check development type	Professional Personal (Department funded) 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:		Signature Approve Date
Routing and	District Chief	
approval process:	Assistant/Branch Chief	4
	Deputy Chief	Quality In 12/3
	Finance Chief	- Jour a light
	Fire Chief	
	Constants) Andread (12) Characteristics (12) Production	for Action and travel arrangements.
	Comments:	

Tulsa Fire Department – Special Training/Travel Request

OFFICE 30 DATS PRIOR TO TRAVEL DATES. Reviseu