

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 st Agenda Date: _____	Tracking #: Committee: _____ Hearing Date: _____ 2 nd Agenda Date: _____	CITY CLERK USE ONLY <input type="checkbox"/> Scanned <input type="checkbox"/> Posted Date: 12.18.2024 Item #: 2412.03398
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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 Fire	Contact Name Masako Mercado	Email MMercado@Cityoftulsa.org
Bid/Project Number	Project Title	Donator Pierce Manufacturing
Travel Event Title Final inspection of 4 stock engines	Traveler's Name	Event Date 12/16/24
		Phone 918-596-1889
		Type of Donation Travel
		Donation Amount/Value \$1,500.00
		<i>City Council requires a dollar value</i>

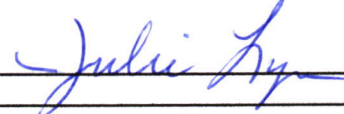

Budget

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:		Date:	12/11/24
Legal:	_____	Date:	_____
Board:	_____	Date:	_____
Mayor:		Date:	DEC 18 2024
Other:	_____	Date:	_____

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


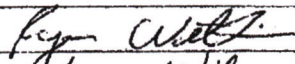
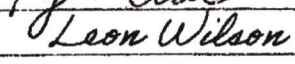
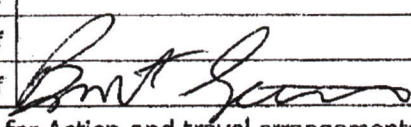
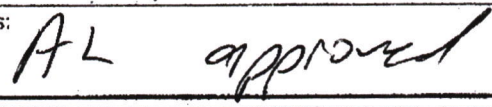
Provide any additional information that should be considered when considering approval of this contract document

Processing Information for City Clerk's Office

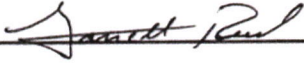
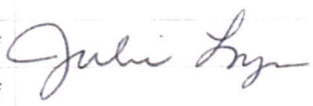

- Post Execution Processing**
- ☐ Mail vendor copy (add'l signature copies attached)
 - ☐ Must be filed with other governmental entity
 - ☐ Add'l governmental entity approval(s) required

Additional Routing and Processing Details

Tulsa Fire Department -- Special Training/Travel Request

Section 1: To be completed by applicant	Name	Caleb Morrison		
	Today's Date	12/3/24		
	Rank	FD-01		
	Assignment	L-24-A		
	Course Description	Pierce Fire Manufacturing		
	Course Location	Bradenton, Florida		
	Course Dates:	December 16 th -20 th 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			
Section II: To be completed by immediate supervisor	Course relation to applicant's current position	Member is involved in the apparatus committee.		
Section III: To be completed by Assistant Chief/Branch Chief	Measurable benefit to TFD	Have our member inspect our trucks.		
	Staffing Level Impact	-1		
	Check development type	<input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal <small>Write Yes or No on the appropriate line.</small>		
	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		Yes	12/3/24
	Assistant/Branch Chief		X	12-3-24
	Deputy Chief			
	Finance Chief			
	Fire Chief		/	12-4-24
	TFD Finance for Request for Action and travel arrangements.			
	Comments:  approved			
PLEASE NOTE: THIS FORM NEEDS TO BE COMPLETED AND RECEIVED BY THE TFD FINANCE OFFICE 30 DAYS PRIOR TO TRAVEL DATES.				
Revised 1-8-07				

Tulsa Fire Department – Special Training/Travel Request

Section 1: To be completed by applicant	Name	Garrett Reed		
	Today's Date	12/2/24		
	Rank	FD-04		
	Assignment	Physical Resources Officer		
	Course Description	Final 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				
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	Verify construction of apparatus		
	Staffing Level Impact	0		
	Check development type	<input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal (Time Off) <input type="checkbox"/> Funded <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	donation		
	Grant Funded: Indicate which grant	NA		
Section IV: Routing and approval process:	District Chief	Signature	Approve	Date
	Assistant/Branch Chief			
	Deputy Chief		✓	12/3/24
	Finance Chief			
	Fire Chief		✓	12/9/24
	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