

Donation

Version 2.4 released on 7/24/23

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



CITY COUNCIL USE ONLY

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

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

CITY CLERK USE ONLY

☐ Scanned Date: 04.16.2025
☐ Posted Item #: 2504.00954

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

Primary Details

Board Approval

Department: Mayors Office
Contact Name: Jennifer Betancourt

Bid/Project Number: _____
Project Title: _____

Travel Event Title: Project on Municipal Innovation Spring 2025 Convening
Traveler's Name: Dana Walton

Other Board Name

Email: jbetancourt@cityoftulsa.org

Donator: Bloomberg Center for Cities at Harvard University

Event Date: April 2-4, 2025
Boston, MA

City Council Approval

☒ Yes ☐ No

Phone: 918-405-9898

Type of Donation: Travel

Donation Amount/Value: \$1,500.00

Budget

Funding Source(s): _____

TOTAL:

Approvals

Department: _____
Legal: _____
Board: _____
Mayor: _____
Other: _____
Krystal S. Reyes
Mayor Pro Tem

Date: 4/14/25
Date: _____
Date: APR 16 2025
Date: _____

Policy Statement

Background Information

Bloomberg Center for Cities at Harvard University will reimburse the airfare and paid for the hotel stay.

Summation of the Requested Action

Asking for Council's approval of the donation.

Other Pertinent Details

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