

# Donation

Version 1.9 released on 8/3/21  
 Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



<b>CITY COUNCIL USE ONLY</b> Date Received: _____ Committee Date: _____ 1 <sup>st</sup> Agenda Date: _____	Tracking #: _____ Committee: _____ Hearing Date: _____ 2 <sup>nd</sup> Agenda Date: _____	<b>CITY CLERK USE ONLY</b> <input type="checkbox"/> Scanned <input type="checkbox"/> Posted Date: <u>04.23.2025</u> Item #: <u>2504.01019</u>
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**All department items requiring Council approval must be submitted through the Mayor's Office.**

## Primary Details

<b>Board Approval</b>	<b>Other Board Name</b>	<b>City Council Approval</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
_____	_____	_____
<b>Department</b> Fire	<b>Contact Name</b> Masako Mercado	<b>Email</b> MMercado@Cityoftulsa.org
<b>Bid/Project Number</b>	<b>Project Title</b>	<b>Donator</b> Pierce Manufacturing
<b>Travel Event Title</b> Pre-Construction meeting	<b>Traveler's Name</b>	<b>Event Date</b> 5/4/25 - 5/1/25
		<b>Phone</b> 918-596-1889
		<b>Type of Donation</b> Travel
		<b>Donation Amount/Value</b> \$2,500.00
		<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.Abst>Title5413102.6001-4043122-541102-\$30,000.01)

## Approvals

Department: WPA

Legal: \_\_\_\_\_

Board: \_\_\_\_\_

Mayor: \_\_\_\_\_

Other: \_\_\_\_\_

Date: 4/15/25

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: APR 23 2025

Date: \_\_\_\_\_

## Policy Statement

**Background Information**  
 3 members of TFD are attending the pre-construction meeting in Appleton, WI to finalize the plans on the Heavy Rescue truck as a part of apparatus ordering/purchasing process. All expenses except for the luggage fees are paid by Pierce manufacturing.

Members Attending:  
 Julie Lynn - Chief of Support Services  
 Joshua Lamb - Chief of Physical Resources  
 Garrett Reed - Physical Resources Officer

*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

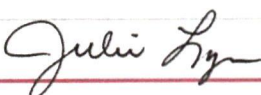
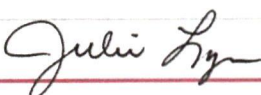
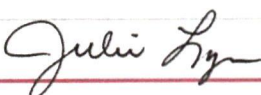






### Post Execution Processing

- 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

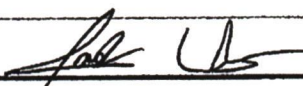
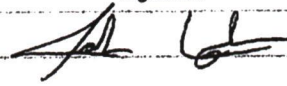
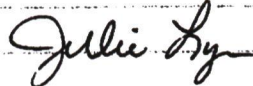

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# Tulsa Fire Department – Special Training/Travel Request

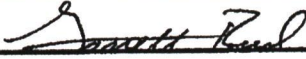
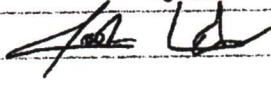
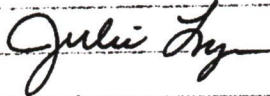

<b>Section 1: To be completed by applicant</b>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Name</td><td>Julie Lynn</td></tr> <tr><td>Today's Date</td><td>3/24/2025</td></tr> <tr><td>Rank</td><td>FD-07</td></tr> <tr><td>Assignment</td><td>Deputy Chief of Sup. Serv</td></tr> <tr><td>Course Description</td><td>Pre-construction for Heavy Rescue</td></tr> <tr><td>Course Location</td><td>Appleton, WI</td></tr> <tr><td>Course Dates:</td><td>May 4 - 7</td></tr> <tr><td>Goals &amp; Objectives to be achieved by attendance</td><td>Attend Pre-Construction meetings to finalize plans on the Heavy Rescue.</td></tr> <tr><td>Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals</td><td>Donation</td></tr> <tr><td>Applicant's Signature</td><td></td></tr> </table>	Name	Julie Lynn	Today's Date	3/24/2025	Rank	FD-07	Assignment	Deputy Chief of Sup. Serv	Course Description	Pre-construction for Heavy Rescue	Course Location	Appleton, WI	Course Dates:	May 4 - 7	Goals & Objectives to be achieved by attendance	Attend Pre-Construction meetings to finalize plans on the Heavy Rescue.	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	Donation	Applicant's Signature					
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**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**

# Tulsa Fire Department – Special Training/Travel Request

<b>Section 1: To be completed by applicant</b>	Name	Joshua Lamb		
	Today's Date	3/24/2025		
	Rank	FD05		
	Assignment	Physical Resources		
	Course Description	Pre-Construction on Heavy Rescue		
	Course Location	Appleton, WI		
	Course Dates:	May 4th Through May 7th		
	Goals & Objectives to be achieved by attendance	Attend Pre-Construction meetings to finalize plans on the Heavy Rescue Truck.		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals			
Applicant's Signature				
<b>Section II: To be completed by immediate supervisor</b>	Course relation to applicant's current position			
<b>Section III: To be completed by Assistant Chief/Branch Chief</b>	Measurable benefit to TFD			
	Staffing Level Impact	Short staff in Supply		
	Check development type	<input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal <small>___ 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	Apparatus, Already Funded		
	Grant Funded: Indicate which grant			
<b>Section IV: Routing and approval process:</b>	Signature	Approve	Date	
	District Chief		✓	3-24-25
	Assistant/Branch Chief			
	Deputy Chief		✓	3/24/25
	Finance Chief			
	Fire Chief		✓	3/25/25
TFD Finance for Request for Action and travel arrangements.				
Comments:				
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Revised 4-15-2010				

# Tulsa Fire Department – Special Training/Travel Request

<b>Section 1: To be completed by applicant</b>	Name	Garrett Reed		
	Today's Date	3/24/2025		
	Rank	FD04		
	Assignment	Physical Resources		
	Course Description	Pre-Construction on Heavy Rescue		
	Course Location	Appleton, WI		
	Course Dates:	May 4th Through May 7th		
	Goals & Objectives to be achieved by attendance	Attend Pre-Construction meetings to finalize plans on the Heavy Rescue Truck.		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals			
Applicant's Signature				
<b>Section II: To be completed by immediate supervisor</b>	Course relation to applicant's current position			
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	Staffing Level Impact	Short staff in Supply		
	Check development type	<input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal <small>___ 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	Apparatus, Already Funded		
	Grant Funded: Indicate which grant			
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	District Chief		✓	3-24-25
	Assistant/Branch Chief			
	Deputy Chief		✓	3/24/25
	Finance Chief			
	Fire Chief		✓	3/25/25
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