

# 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: \_\_\_\_\_  
1<sup>st</sup> Agenda Date: \_\_\_\_\_

Tracking #: \_\_\_\_\_  
Committee: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
2<sup>nd</sup> Agenda Date: \_\_\_\_\_

### CITY CLERK USE ONLY

Scanned      Date: 07.30.2025  
 Posted      Item #: 2507.01956

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

## Primary Details

### Board Approval

### Other Board Name

### City Council Approval

Yes     No

Department  
Mayors Office

Contact Name  
Marsha Wiseman

Email  
mwiseman@cityoftulsa.org

Phone  
918-861-1345

### Bid/Project Number

### Project Title

Donator  
Bloomberg Philanthropies

Type of Donation  
Travel

*Enter a Bid or Project Number (not a Title or Description)*

Travel Event Title  
Bloomberg Harvard City  
Leaders Initiative

Traveler's Name  
City Administrator Mike Miller

Event Date  
August 10-15, 2025

Donation Amount/Value  
\$3,600.00

*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

Department: [Signature]  
Legal: NA  
Board: \_\_\_\_\_  
Mayor: [Signature]  
Other: \_\_\_\_\_

Date: 7/25/25  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: JUL 30 2025  
Date: \_\_\_\_\_

## Policy Statement

### Background Information

Bloomberg Center for Cities provided all travel arrangements (they booked and paid for) including airfare, lodging and intra-city transportation.

*Provide background information on the requested action.*

### Summation of the Requested Action

Requesting Council approval of this 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