

# Donation

Version 2.6 released on 7/1/25

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



<b>CITY COUNCIL USE ONLY</b>		<b>CITY CLERK USE ONLY</b>	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: <u>09.24.2025</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2509.02472</u>
1 <sup>st</sup> Agenda Date: _____	Hearing Date: _____		
	2 <sup>nd</sup> Agenda Date: _____		

**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>	<b>Contact Name</b>	<b>Email</b>	<b>Phone</b>
Fire	Masako Mercado	mmercado@cityoftulsa.org	918-596-1889
<b>Bid/Project Number</b>	<b>Project Title</b>	<b>Donator</b>	<b>Type of Donation</b>
_____	_____	Louisiana Emergency Management	Travel
<i>Enter a Bid or Project Number (not a Title or Description)</i>		<b>Event Date</b>	<b>Donation Amount/Value</b>
_____		10/19/25	\$800.00
<b>Travel Event Title</b>	<b>Traveler's Name</b>		<i>City Council requires a dollar value</i>
2025 Louisiana Emergency Management Conference	Matt Bell		

## 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

<b>Department:</b>	<u>WDB</u>	<b>Date:</b>	<u>9/23/25</u>
<b>Legal:</b>	_____	<b>Date:</b>	_____
<b>Board:</b>	_____	<b>Date:</b>	_____
<b>Mayor:</b>	<u>[Signature]</u>	<b>Date:</b>	<u>SEP 24 2025</u>
<b>Other:</b>	_____	<b>Date:</b>	_____
	Krystal S. Reyes Mayor Pro Tem		

## Policy Statement

### Background Information

Captain Bell will be attending Louisiana Emergency Management Conference from 10/20/2025 through 10/22/2025. He will be a keynote speaker at State Emergency Management's request. All expenses are paid for by Louisiana Emergency Management.

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

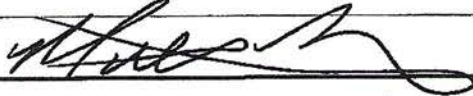
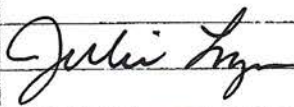
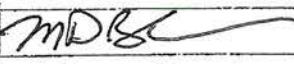
### Post Execution Processing

- 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>	Name	Matthew Bell		
	Today's Date	9/16/2025		
	Rank	FD-04		
	Assignment	Rescue Coordinator		
	Course Description	2025 LEMC Workshop		
	Course Location	Lafayette LA		
	Course Dates:	10/19-10/23		
	Goals & Objectives to be achieved by attendance	requested by State EM to be keynote speaker on OK-TF-1 at Louisiana State EM conference.		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	0.00		
Applicant's Signature				
<b>Section II: To be completed by immediate supervisor</b>	Course relation to applicant's current position	Networking		
<b>Section III: To be completed by Assistant Chief/Branch Chief</b>	Measurable benefit to TFD	Building relationships		
	Staffing Level Impact	Ø		
	Check development type	<input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal <small>___ Time Off ___ Funded</small> <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	Funded by Louisiana EM. \$ 500.00		
	Grant Funded: Indicate which grant			
<b>Section IV: Routing and approval process:</b>		Signature	Approve	Date
	District Chief			
	Assistant/Branch Chief			
	Deputy Chief		✓	9/17/25
	Finance Chief			
	Fire Chief		✓	9/22/25
	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

# Welcome to the Louisiana Emergency Management Conference (LEMC)



It is our pleasure to announce that the **Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)** and the **Louisiana Emergency Preparedness Association (LEPA)** will co-host the **2025 LEPA FALL WORKSHOP** to be held in Lafayette, Louisiana on October 20<sup>th</sup> through October 22<sup>nd</sup> 2025.

[2025 LEMC Fall Workshop Brochure](#)

[REGISTER TODAY!](#)



JOIN US IN LAFAYETTE, LOUISIANA ON OCTOBER 20-22, 2025  
**26 DAYS 14 HRS 16 MINS**

## Conference & Hotel Information

The 2025 LEPA FALL WORKSHOP will be held at the DoubleTree by Hilton Lafayette

**DoubleTree by Hilton Lafayette**  
1521 West Pinhook Road. Lafayette, Louisiana 70503  
(844) 777-4653

**Group Code:** LEP

[Book Now](#)

# Thank you to the LEMC Conference Hosts



**Governor's Office of Homeland Security & Emergency Preparedness**

7667 Independence Blvd | Baton Rouge, LA 70806 | Ph: (225) 925-7500

<http://gohsep.la.gov/>



**Louisiana Emergency Preparedness Association**

8550 United Plaza Blvd, Suite 1001 | Baton Rouge, LA 70809 | Ph: (225) 408-4757

<https://lepa.org>

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