

Donation

Version 2.6 released on 7/1/25
Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



CITY COUNCIL USE ONLY		CITY CLERK USE ONLY	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: <u>01.28.2026</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2601.00249</u>
1st Agenda Date: _____	Hearing Date: _____		
	2nd Agenda Date: _____		

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 type="radio"/> No
Department Police	Contact Name April Manning	Email amanning@cityoftulsa.org
Bid/Project Number	Project Title	Donator Oklahoma 911 Management Authority
Travel Event Title Oklahoma 911 Management Authority	Traveler's Name Belinda McGhie	Event Date 5/8/25
		Phone 19185945794
		Type of Donation Other
		Donation Amount/Value \$420.00
		<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: <u>Donna L. Lan</u>	Date: <u>01/13/26</u>
Legal: _____	Date: _____
Board: _____	Date: _____
Mayor: _____	Date: <u>JAN 28 2026</u>
Other: _____	Date: _____

Policy Statement

Background Information

Oklahoma 911 Management Authority donated \$420.00 for Belinda McGhie to attend the 911 Coordinator Workshop

Provide background information on the requested action.

Summation of the Requested Action

We are seeking approval for the donation of a hotel stay for the duration of the workshop from Oklahoma 911 Management Authority.

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
