

# Donation

Version 1.9 released on 8/3/21

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: \_\_\_\_\_

☐ Scanned☐ Posted

## CITY CLERK USE ONLY

Date: 04.13.2022  
 Item #: 2204.00716

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  
 Water and Sewer

Contact Name  
 Hua Jiang

Email  
 hjiang@cityoftulsa.org

Phone  
 918-596-8038

Bid/Project Number

Project Title

Donator  
 SW AWWA

Type of Donation  
 Cash

Travel Event Title  
 AWWA Top Ops Competition

Traveler's Name  
 Shawn Wiles

Event Date  
 6/13/22

Donation Amount/Value  
 \$1,000.00

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.AbstTitle5413102.6001-4043122-541102-\$30,000.01)

## Approvals

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

Date: 4-11-22  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: APR 13 2022  
 Date: \_\_\_\_\_

## Policy Statement

## Background Information

The City of Tulsa Top Ops team won the regional Top Ops competition in 2021 and SW AWWA (Southwest Section of American Water Works Association) is sponsoring the team to compete at the national.

Provide background information on the requested action.

## Summation of the Requested Action

Approval donation of travel expenses.

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 (addtl signature copies attached)  
☐ Must be filed with other governmental entity  
☐ Addtl governmental entity approval(s) required

## Additional Routing and Processing Details