

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>02.18.2026</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2602.00397</u>
1 st Agenda Date: _____	Hearing Date: _____		
	2 nd 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 checked="" type="radio"/> Yes <input type="radio"/> No
Department	Contact Name	Email	Phone
Parks and Recreation	Anna Moore	amoore@cityoftulsa.org	918-240-1423
Bid/Project Number	Project Title	Donator	Type of Donation
_____	_____	Smith Group	Travel
<i>Enter a Bid or Project Number (not a Title or Description)</i>		Event Date	Donation Amount/Value
_____		3/11/26 - 03/12/2026	\$1,443.73
Travel Event Title	Traveler's Name	<i>Baltimore, Maryland</i>	
Ready-Aim-Build	Mary Womble	<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.AbstrTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department:	Signed by:	Date:
Anna America	<i>Anna America</i>	2/10/2026
Legal:	B1039BA1832849D...	Date:
Board:	<i>[Signature]</i>	Date:
Mayor:	_____	Date:
Other:	_____	Date:
		<u>FEB 18 2026</u>

Policy Statement

Background Information

SmithGroup has donated travel, lodging and conference fees for Mary Womble to attend the Ready-Aim-Build conference to make a presentation on the Gilcrease Museum

Provide background information on the requested action.

Summation of the Requested Action

We are respectfully asking for approval of travel accomodations for Mary Womble to attend the Ready-Aim-Build Conference.

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



Your trip confirmation and receipt

Confirmation code: **YGYWMW**

Tuesday, March 10, 2026

Y	TUL Tulsa 7:18 AM	AA 3220
O	DFW Dallas/Fort Worth 8:49 AM	Seat: 25C Class: Economy (S) Meals:
Y	DFW Dallas/Fort Worth 10:33 AM	AA 2314
O	BWI Baltimore/Washington 2:32 PM	Seat: 25D Class: Economy (S) Meals: Food for purchase

Thursday, March 12, 2026

Y	BWI Baltimore/Washington 12:32 PM	AA 3679 Operated by Envoy Air as American Eagle
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O **ORD**
Chicago O'Hare Seat: **16C**
1:55 PM Class: **Economy (L)**
Meals:

✈ **ORD**
Chicago O'Hare **AA 4211**
4:45 PM Operated by Envoy Air
as American Eagle

O **TUL**
Tulsa Seat: **19D**
6:55 PM Class: **Economy (L)**
Meals:

[Manage your trip](#)

Your purchase

Mary Womble - AAdvantage® #: 8P9****

New ticket (0012313994922) \$569.40
[\$482.79 + Taxes & carrier-imposed fees \$86.61]

Total cost **\$569.40**

Your payment

Visa (ending 0814) \$569.40

Hello Mary,

[View Account](#) →

Hilton Honors Member #2684149798

See you soon, Mary Womble

Your reservation for Mar-10-2026 has been confirmed.

Confirmation #91223718



Hampton Inn Baltimore-Downtown-Convention Center



550 Washington Blvd.
Baltimore MD 21230 US

[Maps & Directions>>](#)



+14106855000

Tuesday

Mar 10

Check In: 3:00 PM

2

Nights

Thursday

Mar 12

Check Out: 12:00 PM

[Add to Calendar \(iOS/Outlook\)](#)

[Add to Calendar \(Other\)](#)

Your Room Information

Guest Name: Mary Womble
Guests: 2 Adults
Rooms: 1
Room Plan: DOUBLE QUEEN - NON SMOKING

 Thank you for your interest in our new upgrade program. Follow this link to learn more

Your Rate Information	LV0 AVAILABLE RATE
<hr/>	
Rate per night	
10-Mar-2026 - 11-Mar-2026	230.00 USD
11-Mar-2026 - 12-Mar-2026	429.00 USD
Total for Stay per Room Rate	659.00 USD
Taxes	102.15 USD
Mandatory Charge	13.18 USD
<hr/>	
Total price for Stay	774.33 USD

[Modify Your Reservation >>](#)

To whom it may concern:

I am writing on behalf of Jame Anderson. SmithGroup will be donating travel costs as detailed below for Mary Womble, AIA to participate as a speaker at the Ready-Aim-Build Conference in Baltimore, MD on March 11, 2026.

Airfare - \$569.40

Hotel - \$774.33

Dinner March 10 - \$100

Total donation of \$1,443.73

Please reach out with any questions or concerns.

Thank you.

JAME ANDERSON

AIA

Vice President | National Cultural Practice Director

SmithGroup

Proudly ranked as the No. 1 Museum Architecture Firm
of 2023 by BD+C's Giants 400 Report

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