

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

Date Received: _____
 Committee Date: _____
 1st Agenda Date: _____

Tracking #: _____
 Committee: _____
 Hearing Date: _____
 2nd Agenda Date: _____

CITY CLERK USE ONLY

Scanned Date: _____
 Posted Item #: _____

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

City Council

Contact Name

Simone Smith

Email

simoneasmith@tulsacouncil.org

Phone

918-596-1990

Bid/Project Number

Project Title

Donator

Tulsa Regional Chamber

Type of Donation

Travel

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

Travel Event Title

Tulsa Regional Chamber Intercity Visit Scout Trip

Traveler's Name

Sarah Davis

Event Date

4/6/26

Donation Amount/Value

\$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.Abst>Title5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department: Sarah Davis
 Legal: _____
 Board: _____
 Mayor: _____
 Other: _____

Date: 3/27/26
 Date: _____
 Date: _____
 Date: _____
 Date: _____

Policy Statement

Background Information

Each year, the Tulsa Regional Chamber assembles a delegation of approximately 100 community leaders to visit a peer city and learn best practices. Intercity Visits are an opportunity for Chamber members and staff, elected officials, business leaders, educational administrators, young professionals and regional partners to gather ideas and insights from cities overcoming challenges similar to our own. This scout trip helps develop the foundation for the Intercity Visit. This donation is for hotel accommodation for a scout trip to Kansas City, MO on April 6-8, 2026.

Provide background information on the requested action.

Summation of the Requested Action

Requesting approval of donation for Sarah Davis to travel to Kansas City, MO on April 6-8, 2026.

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
