

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		CITY CLERK USE ONLY	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: <u>05.17.2023</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2305.00958</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 Working in Neighborhoods	Contact Name James Wagner	Email jwagner@cityoftulsa.org	Phone 918-576-5578
Bid/Project Number	Project Title	Donator Bloomberg Philanthropies	Type of Donation Travel
Travel Event Title Leading Civic Engagement Program	Traveler's Name See Background Information	Event Date 6/11/23	Donation Amount/Value \$17,250.00 <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.AbstTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department: <u>[Signature]</u>	Date: <u>May 10, 2023</u>
Legal: _____	Date: _____
Board: _____	Date: _____
Mayor: <u>[Signature]</u>	Date: <u>MAY 17 2023</u>
Other: _____	Date: _____

Policy Statement

Background Information

Donation for James Wagner, Krystal Reyes, Rodrigo Rojas, Blake Ewing and Keri Fothergill to attend event in Cambridge, MA. Cost per participant is estimated at \$3,450 for a total of \$17,250.

Provide background information on the requested action.

Summation of the Requested Action

Request approval to accept donation for participants to attend event.

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

TRAVEL AND HOTEL INFORMATION

Below you will find information about how to book travel and hotel accommodations for the *Leading Civic Engagement* program in Cambridge, Massachusetts from Sunday, June 11 at 3:00 p.m. through Friday, June 16 at 1:00 p.m. US ET.

BOOKING TRAVEL

Please contact Makayla Grayson at cityleadership@canvasmeetings.com or by phone at 405-250-8945 between the hours of 9:00 a.m. and 6:00 p.m. US ET. You may leave a voicemail so she can return your call. Please reference the Group Name “Bloomberg Harvard”. All attendees must land prior to 1:00 p.m. US ET on Sunday, June 11, and must depart no earlier than 3:30 p.m. US ET on Friday, June 16.

PLEASE NOTE: Roundtrip travel to and from Boston is fully funded. Please be sure to book through our team; individually purchased tickets cannot be reimbursed.

HOTEL ACCOMMODATIONS

These have been arranged for you at the Sheraton Commander Hotel, located at 16 Garden Street, Cambridge, MA 02138 (checking in on Sunday, June 11 and checking out on Friday, June 16).

PLEASE NOTE: If you need to stay at the hotel for additional nights, please let the travel team at cityleadership@canvasmeetings.com know, and the booking will be confirmed. Participants are responsible for covering the cost of additional nights.

TRANSPORTATION TO AND FROM YOUR BOSTON-AREA AIRPORT OR TRAIN STATION

Ground transportation to the Sheraton Commander Hotel upon arrival in Boston and transportation back to the airport or train station at the conclusion of the program will be fully covered through Uber vouchers. Information on how to claim your voucher will be distributed prior to the start of the program.

ADDITIONAL INFORMATION

All classes will be held at Harvard Kennedy School, located at 79 John F. Kennedy Street, Cambridge, MA 02138, a ten-minute walk from the hotel. A shuttle will be available to transport participants to class and back.

Please note that public officials, including any employee of a government entity, should consult applicable rules and regulations to ensure that their attendance (including the acceptance of related costs) complies with such rules and regulations.

For any questions or more information, contact Pia Agliati at pia_agliati@hks.harvard.edu.