

# 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: \_\_\_\_\_  
 1<sup>st</sup> Agenda Date: \_\_\_\_\_

Tracking #: \_\_\_\_\_  
 Committee: \_\_\_\_\_  
 Hearing Date: \_\_\_\_\_  
 2<sup>nd</sup> Agenda Date: \_\_\_\_\_

## CITY CLERK USE ONLY

☐ Scanned

Date: 07.30.2025

☐ Posted

Item #: 2507.01957

*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  
 Mayors Office

Contact Name  
 Jennifer Botancourt

Email  
 jbotancourt@cityoftulsa.org

Phone  
 918-405-9898

Bid/Project Number

Project Title

Donator  
 Bloomberg Philanthropies

Type of Donation  
 Travel

Travel Event Title

Bloomberg Harvard City  
 Leaders Initiative

Traveler's Name  
 Dana Walton

Event Date  
 7/30/25

Donation Amount/Value  
 \$3,500.00

## Budget

Funding Source(s)

TOTAL:

## Approvals

Department: \_\_\_\_\_

Legal: \_\_\_\_\_

Board: \_\_\_\_\_

Mayor: \_\_\_\_\_

Other: \_\_\_\_\_

Date: 7/25/25

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: JUL 30 2025

Date: \_\_\_\_\_

## Policy Statement

### Background Information

Bloomberg Center for Cities has provided all the travel arrangements that include airfare and hotel accommodations.

### Summation of the Requested Action

Requesting City Council for approval of donation for accommodations.

### Other Pertinent Details

## 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

### Optional Routing and Processing Details