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 BROKEN ARROW PUBLIC SCHOOLS  
*Educating Today* R *Leading Tomorrow*

Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 02/25/25

Contract/Agreement Vendor: Balloon Therapy Tulsa / Chelsea  
Name of Vendor & Contact Person  
chelsea@balloontherapytulsa.com  
Vendor Email Address

Balloon Therapy Tulsa will provide balloon decorations for Prom

Describe Contract (Technology, program, consultant-prof Development, etc.)  
Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

BAHS Students  
Reason/Audience to benefit  
03/10/2025 \$ 2,750.00  
BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review: Carolyn Harger

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: *Christian Welborn*

Does this Contract/Agreement utilize technology? YES/NO  
 If yes, Technology Admin: \_\_\_\_\_

Cabinet Team Member: *John L. Dunn*

Funding Source: 62-874 874-2199-337-900  
Fund/Project OCAS Coding

**Consent**

**Action**

Balloon Therapy Tulsa will deliver, install, and take down balloon arches and balloon decorations for Prom on May 3, 2025

**Summary** This area must be complete with full explanation of contract

*The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*

## MEMORANDUM

To: Mr. Chuck Perry  
From: Christian Welborn  
Date: March 10, 2025  
Re: Balloon Therapy Tulsa

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### **SUBJECT**

Discussion, motion and vote on motion to approve or disapprove the agreement between Balloon Therapy Tulsa and Broken Arrow Public Schools to provide Balloon decorations for Prom at a rate of \$2750. C. Welborn

### **ENCLOSURE/ATTACHMENTS**

Agreement

### **SUMMARY**

Balloon Therapy Tulsa will provide balloon decorations for Prom May 3, 2025.

### **FUNDING**

Activity Funds

### **RECOMMENDATION**

Approve

**Balloon Therapy Tulsa**  
 1434 E 37th St  
 Tulsa, OK 74105 US  
 chelsea@balloontherapytulsa.com  
 balloontherapytulsa.com



# INVOICE

**BILL TO**  
 Meisha Bordofske  
 Broken Arrow High School

**INVOICE #** 6430  
**DATE** 05/03/2025  
**DUE DATE** 05/03/2025  
**TERMS** Due on receipt  
 Net 30

	QTY	RATE	AMOUNT
<b>Add Ons</b>	1	950.00	950.00
Large freestanding arch			
<b>Add Ons</b>	1	950.00	950.00
Large focal piece			
<b>Add Ons</b>	1	400.00	400.00
Small photo opt			
<b>Helium Bouquet - Medium</b>	8	50.00	400.00
<b>Installation - \$75 per hour</b>	1	350.00	350.00
Garland installation service fee			
<b>Oklahoma Delivery - \$3 per mile</b>	1	50.00	50.00
\$3 per mile, \$15 minimum			
<b>Tear Down</b>	1	150.00	150.00
Popping and disposing balloons			
<b>Discount</b>	1	-500.00	-500.00

**BALANCE DUE** **\$2,750.00**