

BROKEN ARROW PUBLIC SCHOOLS

Educating Today  *Leading Tomorrow*

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 1/21/2022

Contract/Agreement Vendor: Broken Arrow Lanes
 Name of Vendor
Broken Arrow Lanes Vendor # 42029/ Carol Newport (General Mgr)
 Contact Person Phone Number
4701 S Elm Pl 918 455-4616
 Address
Broken Arrow OK 74011
 City State Zip
caroln@andybentertainment.com
 Email address
February 24, 2022
 Date of services

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE :
 W9 _____
 And _____
 Vendor Registration _____

Person Submitting Contract/Agreement for Review: Becca Baker Highland Park Elementary
Name Site

Reason for Review: (New Agreement, Renewal...): New agreement with active Vendor

Audience/Group to benefit from Contract/Agreement: Turkey Trot winners 6 students 3 adult staff chaperones

Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE

Principal and Director or Administrator: Blth Schmidt
Signature

Does this Contract/Agreement utilize technology? No Yes
 Has it been reviewed by the Chief Technology Officer? No Yes

If yes, Approved by: _____
(Signature) Ben Stout, Chief Technology Officer

Leadership Team Member: _____
Signature

Funding Source: Activity Funds 70
Description OCAS Coding

Process: PLEASE FOLLOW ALL STEPS

1. The Contract/Agreement is reviewed and approved by site Principal/ Director/Administrator
2. If Technology related, the Contract/Agreement is reviewed by Ben Stout, Chief Technology Officer
3. Prepare Board Agenda Memorandum and attach to Contract/Agreement.
4. Begin the requisition process and place a comment in the Notes section that says, "Please hold req pending board approval on _____"
Date of Board Meeting
5. Attach this form with Contract/Agreement and Board Memo
6. The appropriate Leadership Team Member will review and submit to the Contract Committee
7. Keep copy for your records

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 8:30a.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 Stacie Chase. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.



MEMORANDUM

To: Janet Brown

From: Beth Schmidt, Highland Park Elementary

Date: February 21, 2022

Re: Bowling Field Trip for Turkey Trot Winners

SUBJECT

Discussion, motion and vote on to approve or disapprove a NEW contract with Broken Arrow Lanes and Highland Park/Broken Arrow Public Schools for Field trip

ENCLOSURES/ATTACHMENTS

Contract agreement

SUMMARY

Highland Park/Activity Funds will purchase the Filed Trip to Broken Arrow Lanes for a reward to the 7 students who collected the most donations for the Turkey trot Walk-a-thon, there is no cost to the District

FUNDING

Fund 70

RECOMMENDATION

Approve



January 31, 2022

Highland Park Elementary
Attn: Becca Baker
Broken Arrow Public Schools

Dear Becca:

We are looking forward to hosting your Highland Park Elementary Field trip on February 25, 2021! Bowling, shoes, lunch, and beverage will not exceed \$20 per person. We will be invoicing for the event and will reference P.O. provided.

If you have any questions or need any additional information, please feel free to email me at caroln@bowlandybs.com or by phone at 918-455-4616.

Respectfully,

Carol Newport, General Manager
Broken Arrow Lanes