

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: 07-14-21

Contract/Agreement Vendor: Pawcademy LLC

Name of Vendor
Travis Brorsen 310-721-3188

Contact Person Phone Number

Address

City State Zip

travis@gadogtrainers.com

Email address

October 2021

Date of services

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

Vendor Registration

Person Submitting Contract/Agreement for Review: Christian Welborn 050

Name Site

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

Audience/Group to benefit from Contract/Agreement: BA first graders

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

Principal **and** Director or Administrator: Christian Welborn

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) Technology /Approval

Leadership Team Member: Andre Perry

Signature

Funding Source: Fund 11 Project 005

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 and approved Technology.
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 08-09-2021"
- 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: Dr. Janet Dunlop
From: Christian Welborn
Date: August 9, 2021
Re: Pawcademy

SUBJECT

Discussion, motion and vote on motion to approve or disapprove the agreement between Pawcademy and Broken Arrow Public Schools for two first grade assemblies during the 2021-22 school year. Cost is \$2900.00 and will be paid by general funds. C. Welborn

ENCLOSURE/ATTACHMENTS

Agreement

SUMMARY

Travis Brorsen will provide two character building assemblies for district first graders as a part of the Tiger Challenge initiative.

FUNDING

General Fund

RECOMMENDATION

Approve



Company Address
PAWCADEMY LLC
Travis Brorsen
3101 Hardwick Rd, Edmond, OK 73034

Quote Number 00008002
Expiration Date 11/20/21

Created Date 07/13/21

Prepared By Travis Brorsen
Email: travis@gadogtrainers.com

Bill To Name: Broken Arrow Public Schools

Bill To: 701 S. Main St.
Broken Arrow, OK 74012

Services to be provided on Wednesday, October 20th, 2021

Product	Product Description	Line Item Description	Qty	Sales Price	Total Price
	Keynote Fee (45min)	AM Assembly	1	\$1,450	\$1,450
	Keynote Fee (45min)	PM Assembly	1	\$1,450	\$1,450

Total Price \$2,900
Grand Total \$2,900

Please contact Travis Brorsen at
310-721-3188 or travis@gadogtrainers.com