

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

Contract Committee Review Request  
**MUST BE COMPLETED IN FULL**

Date: 01/18/2022

Contract/Agreement Vendor: Burns Tours, LLC (Margaret Burns)

Name of Vendor & Contact Person  
 margaret@burnstours.net  
 Vendor Email Address

Payment for student travel - Choir to NY, NY, March, 2022

*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 Show Choirs**  
 Reason/Audience to benefit  
 2/7/2022      **\$ 25,000.00**  
 BOE Date      Amount of agreement

Person Submitting Contract/Agreement for Review: Dr. Richard Dale, Dir. of Fine Arts

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: *[Signature]*

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

Leadership Team Member: Steve Dunn *[Signature]*

Funding Source: General Fund      035-1000-515-100-3000-000-720 RQ  
Fund/Project      OCAS Coding

**Consent**  
 **Action**

Reference Quote 12020. Request is made to make a \$25,000 only payment for the student trip from General Fund, project 035. The balance of any amounts due to Burns Tours, LLC, will be paid from Broken Arrow Accompany Booster Club.

**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.*



5744 Greenbriar Road  
 Franklin, TN. 37064  
[margaret@burnstours.net](mailto:margaret@burnstours.net)

Invoice # 12020

Burns Tours, LLC

**INVOICE**

Customer

Name Justin Rosser, Choir Director  
 School Broken Arrow High School Band  
 Address 1901 East Albany  
 City Broken Arrow ST OK Zip

Date 10-Jan-22  
 Event New York City  
 Depart Date 24-Jan-20  
 Return Date 26-Jan-20

Quantity	Discription	Amount	Total Amount
1	Air for 50 seats	24411	\$24,411.00
1	Air for 35 seats	\$15,657.95	\$15,657.95
1	Air for 22 seats	12301 37/50	\$12,301.74
1	Air for 38 seats	\$15,472.46	\$15,472.46
1	Air for 25 seats	\$12,151.75	\$12,151.75
1	170 tickets to Top of the Rock	\$4,138.34	\$4,138.34
1	170 Dinner at Hard Rock Café	\$3,825.00	\$3,825.00
1	150 entrance tickets to MOMA	\$1,365.00	\$1,365.00
1	180 Tickets to Lion King	\$17,100.00	\$17,100.00
1	Bus transportation		\$0.00
1	Dinner Cruise		\$0.00
1	Library No tours because of Covid		

Sub Total	\$106,423.24
Grand Total	\$106,423.24

Payment Information

DUE IN 30 DAYS OR 3% FEE WILL BE ADDED

*We Appreciate Your Business*

*If you have any questions concerning this invoice please do not hesitate to contact Margaret Burns at (615) 791-0321 (Office) or (615) 400-5718 (Mobile)*