

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 1.9.2024

Contract/Agreement Vendor:
Name of Vendor & Contact Person

Vendor Email Address

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.

Reason/Audience to benefit

BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review:

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

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

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

Leadership Team Member:

Funding Source:
Fund/Project OCAS Coding

Consent

Action

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.



Yearbook Sales Agreement

2024-25 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
Jeff Lashley	BA Public Schools					

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
		See individual contracts			

Subtotal	
Sales Tax/Shipping	
Total	

Quotation prepared by: Holly Jackson

IMPORTANT: Yearbook must be submitted 6 weeks prior to the requested delivery date. All books are printed in a first submitted, first printed basis, so the earlier you submit the better! Ruth Kelly Studio Inc. is not responsible for any mistakes unmarked in the proofing process. Yearbook representatives from each school must check and initial every page in the yearbook before it is printed. Covers need to be submitted by early December and approved by early January. Covers are printed in advance to the rest of the book, therefore, if you change the quantity after the cover is printed, you may face a charge of \$1.00 per soft cover wasted and \$1.50 per hard cover wasted.

To accept this quotation, sign here and return: _____

Thank you for your business!



Yearbook Sales Agreement

2024-25 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	BAArow SpringEcc					

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
60	20	At School	SB	15.00	900.00

Subtotal	900.00
Sales Tax/Shipping	
Total	900.00

Quotation prepared by: Holly Jackson

IMPORTANT: Yearbook must be submitted 6 weeks prior to the requested delivery date. All books are printed in a first submitted, first printed basis, so the earlier you submit the better! Ruth Kelly Studio Inc. is not responsible for any mistakes unmarked in the proofing process. Yearbook representatives from each school must check and initial every page in the yearbook before it is printed. Covers need to be submitted by early December and approved by early January. Covers are printed in advance to the rest of the book, therefore, if you change the quantity after the cover is printed, you may face a charge of \$1.00 per soft cover wasted and \$1.50 per hard cover wasted.

To accept this quotation, sign here and return: _____

Thank you for your business!



Yearbook Sales Agreement

2024-25 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	BAParkLane Ecc	Rhonda Caldwell-Shultz				

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
150	36	At School	SB	16.00	2400.00
Subtotal					2400.00
Sales Tax/Shipping					
Total					2400.00

Quotation prepared by: Holly Jackson

IMPORTANT: Yearbook must be submitted 6 weeks prior to the requested delivery date. All books are printed in a first submitted, first printed basis, so the earlier you submit the better! Ruth Kelly Studio Inc. is not responsible for any mistakes unmarked in the proofing process. Yearbook representatives from each school must check and initial every page in the yearbook before it is printed. Covers need to be submitted by early December and approved by early January. Covers are printed in advance to the rest of the book, therefore, if you change the quantity after the cover is printed, you may face a charge of \$1.00 per soft cover wasted and \$1.50 per hard cover wasted.

To accept this quotation, sign here and return: _____

Thank you for your business!

Ruth Kelly Studio 201 W Broadway, Muskogee, OK 74401 Phone 918-348-6826 Fax 918-687-1371 daniel@ruthkelly.com



Yearbook Sales Agreement

2024-25 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	BA Arrowhead ES	Jessica Voss				

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
100	52	At School	HB	21.00	2100.00
				Subtotal	2100.00
				Sales Tax/Shipping	
				Total	2100.00

Quotation prepared by: Holly Jackson

IMPORTANT: Yearbook must be submitted 6 weeks prior to the requested delivery date. All books are printed in a first submitted, first printed basis, so the earlier you submit the better! Ruth Kelly Studio Inc. is not responsible for any mistakes unmarked in the proofing process. Yearbook representatives from each school must check and initial every page in the yearbook before it is printed. Covers need to be submitted by early December and approved by early January. Covers are printed in advance to the rest of the book, therefore, if you change the quantity after the cover is printed, you may face a charge of \$1.00 per soft cover wasted and \$1.50 per hard cover wasted.

To accept this quotation, sign here and return: _____

Thank you for your business!



Yearbook Sales Agreement

2024-25 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	BAAspenCreek ES	Stephanie McMillian				

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
250	60	At School	SB	15.00	
			HB	19.00	
				Subtotal	
				Sales Tax/Shipping	
				Total	

Quotation prepared by: Holly Jackson

IMPORTANT: Yearbook must be submitted 6 weeks prior to the requested delivery date. All books are printed in a first submitted, first printed basis, so the earlier you submit the better! Ruth Kelly Studio Inc. is not responsible for any mistakes unmarked in the proofing process. Yearbook representatives from each school must check and initial every page in the yearbook before it is printed. Covers need to be submitted by early December and approved by early January. Covers are printed in advance to the rest of the book, therefore, if you change the quantity after the cover is printed, you may face a charge of \$1.00 per soft cover wasted and \$1.50 per hard cover wasted.

To accept this quotation, sign here and return: _____

Thank you for your business!



Yearbook Sales Agreement

2024-25 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	BAleisurePark	Susan Doyle				

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
100	54	In-House	HB	23.00	2300.00
Subtotal					2300.00
Sales Tax/Shipping					
Total					2300.00

Quotation prepared by: Holly Jackson

IMPORTANT: Yearbook must be submitted 6 weeks prior to the requested delivery date. All books are printed in a first submitted, first printed basis, so the earlier you submit the better! Ruth Kelly Studio Inc. is not responsible for any mistakes unmarked in the proofing process. Yearbook representatives from each school must check and initial every page in the yearbook before it is printed. Covers need to be submitted by early December and approved by early January. Covers are printed in advance to the rest of the book, therefore, if you change the quantity after the cover is printed, you may face a charge of \$1.00 per soft cover wasted and \$1.50 per hard cover wasted.

To accept this quotation, sign here and return: _____

Thank you for your business!

Ruth Kelly Studio 201 W Broadway, Muskogee OK 74401 Phone 918-348-6826 Fax 918-687-1371 daniel@ruthkelly.com

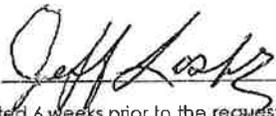


Yearbook Sales Agreement

2024-25 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	BARosewood	Jana Hammer				

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
325	52	At School	SB	18,00	5850.00
Subtotal					5850.00
Sales Tax/Shipping					
Total					5850.00

Quotation prepared by: Holly Jackson 

IMPORTANT: Yearbook must be submitted 6 weeks prior to the requested delivery date. All books are printed in a first submitted, first printed basis, so the earlier you submit the better! Ruth Kelly Studio Inc. is not responsible for any mistakes unmarked in the proofing process. Yearbook representatives from each school must check and initial every page in the yearbook before it is printed. Covers need to be submitted by early December and approved by early January. Covers are printed in advance to the rest of the book, therefore, if you change the quantity after the cover is printed, you may face a charge of \$1.00 per soft cover wasted and \$1.50 per hard cover wasted.

To accept this quotation, sign here and return: _____

Thank you for your business!



Yearbook Sales Agreement

2024-25 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	BASpringCreek	Aubry Hood				

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
225	40	In-House	SB	16.00	
			HB	20.00	
				Subtotal	
				Sales	
				Tax/Shipping	
				Total	

Quotation prepared by: Holly Jackson

Jeff Lopez

IMPORTANT: Yearbook must be submitted a week prior to the requested delivery date. All books are printed in a first submitted, first printed basis, so the earlier you submit the better! Ruth Kelly Studio Inc. is not responsible for any mistakes unmarked in the proofing process. Yearbook representatives from each school must check and initial every page in the yearbook before it is printed. Covers need to be submitted by early December and approved by early January. Covers are printed in advance to the rest of the book, therefore, if you change the quantity after the cover is printed, you may face a charge of \$1.00 per soft cover wasted and \$1.50 per hard cover wasted.

To accept this quotation, sign here and return:

Sarah Tucker

Thank you for your business!