

BROKEN ARROW  PUBLIC SCHOOLS
 Educating Today Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date:

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:

Cabinet Team Member:

Funding Source:

Fund/Project OCAS Coding

Consent

Action

Friends, family, parents, students, and staff will be invited to eat at Smitty's. PLECC will receive 10% of the proceeds from 5:00 pm - 8:00 pm on the prearranged dates and will be given to PLECC to help fund staff activities. There is no cost to the district or PLECC.

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.*



801 E. HILLSIDE DR.
BROKEN ARROW, OKLAHOMA 74012
(918)-872-7060

• TO WHOM IT MAY CONCERN,

HELLO THIS IS JEFFREY CRUZ (GENERAL MANAGER) AT SMITTY'S GARAGE IN BROKEN ARROW. WE ARE EXCITED TO SET UP A BENEFIT NIGHT WITH PARK LANE SCHOOL. THE REASON FOR THIS LETTER IS TO LET YOU KNOW ONCE WE SET A DATE FOR YOUR ORGANIZATION YOU WILL RECEIVE A CHECK FROM OUR ACCOUNTANT FOR 10% OF THE PROCEEDS FROM 5:00PM-8:00PM. IF YOU HAVE ANY FURTHER INQUIRIES PLEASE DIRECT THEM TO OUR STORE EMAIL, WHICH WILL BE LISTED BELOW. LOOKING FORWARD TO WORKING WITH YOU!!!

GARAGEBROKENARROW@HALSMITH.COM

THANKS,

JEFFREY CRUZ