

BROKEN ARROW PUBLIC SCHOOLS

Educating Today

Leading Tomorrow



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 9/7/21

Contract/Agreement Vendor: Boren Fundraising

Name of Vendor: Dwain Boren
 Contact Person: Dwain Boren Phone Number: 918-688-7725
 Address: 7329 S. 231st E Ave.
 City: Broken Arrow State: OK Zip: 74014
 Email address: office@borenfundraising.com
 Date of services: 9/15/21 - 9/29/21

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

Person Submitting Contract/Agreement for Review: Elizabeth Nichols CMS
Name Site

Reason for Review: (New Agreement, Renewal...): New Agreement - Fall Fundraiser

Audience/Group to benefit from Contract/Agreement: CMS Choir

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

Principal and Director or Administrator: [Signature]
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]
(Signature) Technology Approval

Leadership Team Member: [Signature]
Signature

Funding Source: Choir Activity Account 833
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 _____"
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.

Boren Fundraising 7329 S. 231 st East Ave. Broken Arrow, OK 74014 Dwain Boren: 918-688-7725 dwain@borenfundraising.com Soni Brown: 918-688-2675 office@borenfundraising.com	Kick Off: <u>09-15-2021</u> / <u>9-29-2021</u>
	Planning Period: _____
	No. of Sellers <u>150</u> Profit % <u>40%+</u>
	Parent Letter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AGREEMENT FORM

Seller Information

Ship To: <u>Centennial Middle School Vocal</u>	Bill To: _____
Attention: <u>Elizabeth Nichols</u>	Attention: _____
Street: <u>225 E. Omaha</u>	Street: _____
City: <u>Broken Arrow</u> State: <u>OK</u> Zip: <u>74012</u>	City: _____ State: _____ Zip: _____
Email: <u>ekoch@baschools.org</u>	Email: _____
Phone: <u>918-259-4340</u>	Phone: <u>918-809-0084 (c)</u>
Payment Contact: _____	Email: _____ Phone: _____

Program Information

Brochure: Boren Cheesecakes & Pies

Custom Information: see position sheet for all guidelines

Special Notes: _____

Agreement Approval

Sponsor Signature: <u>Elizabeth Nichols</u>	Digitally signed by Elizabeth Nichols Date: 2021.09.03 13:41:06 -05'00'	Date: _____
Representative Signature: <u>Dwain Boren</u>	Digitally signed by Dwain Boren Date: 2021.08.04 15:24:01 -05'00'	Date: _____