

BROKEN ARROW PUBLIC SCHOOLS

Educating Today  Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 6-25-21

Contract/Agreement Vendor: Josh's Sno Shack

Name of Vendor _____
Angie Juarez
 Contact Person _____ Phone Number _____

Address _____

City _____ State _____ Zip _____

josh.events@gmail.com
 Email address _____

8-23-21
 Date of services _____

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

Vendor Registration _____

Person Submitting Contract/Agreement for Review: Christian Welborn 720
 Name _____ Site _____

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

Audience/Group to benefit from Contract/Agreement: BAHS students

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: _____
 Signature

Funding Source: _____
 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 07-19-21"
 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.



BROKEN ARROW PUBLIC SCHOOLS

EST. 1904

MEMORANDUM

To: Dr. Janet Vinson

From: Christian Welborn

Date: July 19, 2021

Re: Josh's Sno Shack

SUBJECT

Accept and approve the RENEWAL agreement between Broken Arrow Public Schools and Josh's Sno Shack, Providing sno cones for Aloha Bash. Cost is \$1 per sno cone and will be paid with site activity funds.
C. Welborn

ENCLOSURE/ATTACHMENTS

Agreement

SUMMARY

Josh's Sno Shack will provide sno cones to BAHS students attending the welcome back event, Aloha Bash.

FUNDING

Site Activity Funds

RECOMMENDATION

Approve

Josh's Sno Shack Truck Agreement 2021

The Josh's Sno Shack SNO TRUCK is equipped with 21 individual flavors and a menu of Tulsa's favorite mixes (plus hundreds of customizable options.) All supplies needed to enjoy Tulsa's best-shaved ice will be provided by a smiling sno'ista. Twelve ounce cups provided. Set-up location must be outside; truck is generator equipped. Rates are individualized per event. Payment in full due is due prior to the event, or upon arrival of the SNO TRUCK to location (unless other payment options have been previously discussed.)

Event Name:

Date:

Billing Party:

Booking Party Name:

Booking Party Number:

Booking Party Email:

Day of Event Contact Name:

Day of Event Phone Number:

Location Address:

Area of Tulsa:

Requested Serving Time:

Number of Guests:

*Special Requests:

Total Amount Due:

Rate:

Signature

Steve Allen Boz
President

7/19/2021

Date