



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 8/9/24

Contract/Agreement Vendor:

Townsend Marketing Vicki Townsend

Name of Vendor & Contact Person

Vicki@townsendmarketing.com

Vendor Email Address

Sales contract for fundraising

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.

Show Choir

Reason/Audience to benefit

9-9-24

BOE Date

Amount of agreement

Person Submitting Contract/Agreement for Review: JoAnn Barker

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: 833

Fund/Project

OCAS Coding

☐

Consent

☐

Action

Show Choir will be selling clear bags to raise funds for the program. Townsend will be purchasing and printing the bags with the BA logo based on the orders.

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.



Quote: 3280

Date Quote: 8/8/24
Completion Date:

Name	Salesperson	Email
JoAnn Barker	Vicki Townsend	jbarker@baschools.org
Broken Arrow Public Schools 701 South Main Street Broken Arrow, OK 74012		Phone 918.231.8646
		Fax
Quote Category 		

Part Number	Color	Description				
XDGKI-OZAOK		Clear PVC Crossbody Stadium Bag	Qty	25	100	250
			Price	6.28	5.78	5.28
			Front, 1 Color			
Setup		Setup charges for Product: 300689	Qty	25	100	250
			Price	50.00	50.00	50.00
MECJB-NTCCF		Clear Vinyl Stadium Compliant Zippered Tote Bag	Qty	50	100	250
			Price	4.45	4.22	4.17
			Front, 1 Color			
Setup		Setup charges for Product: 202842	Qty	50	100	250
			Price	50.00	50.00	50.00

Note:

*These will be sold to JoAnn Barker / Broken Arrow Public Schools

**Shipping is TBD depending on how many bags are ordered.

***Minimum QTY is listed on quote.

Authorized By: Signature

Printed Name

Title

Date