

# BROKEN ARROW PUBLIC SCHOOLS

Educating Today

Leading Tomorrow



Contract Committee Review Request  
**MUST BE COMPLETED IN FULL**

Date: 8/2/2021

Contract/Agreement Vendor: Elite Custom Photo

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

Approved Fundraising Expense

Name of Vendor		
Katie Fields		918-510-6825
Contact Person		
		Phone Number
7613 E Broadway St		
Address		
Broken Arrow	OK	74014
City	State	Zip
elitecustomphoto@gmail.com		
Email address – if vendor wants the agreement returned via email		

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 Events

**Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO Karen Steitz**

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) Ben Stout, Chief Technology Officer

Leadership Team (formally Cabinet Member): Chris Perry  
Signature

Funding Source: AF-809  
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 by Ben Stout, Chief Technology Officer
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 August 9, 2021"  
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 Karen Steitz. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*

## MEMORANDUM

To: Dr. Janet Vinson

From: Christian Welborn

Date: August 9, 2021

Re: Elite Custom Photo

---

### SUBJECT

Discussion, motion and vote on motion to approve or disapprove the agreement between Elite Custom Photo and Broken Arrow Public Schools for photobooth services at Broken Arrow High School events during the 2021-22 school year. Cost is \$1275.00 per event for up to 5 events during the 2021-22 school year and will be paid by site activity funds. C. Welborn

### ENCLOSURE/ATTACHMENTS

Agreement

### SUMMARY

Elite Custom Photo will provide photobooshs for BAHS events.

### FUNDING

Activity Funds

### RECOMMENDATION

Approve

Elite Custom Photo Booths, LLC

7613 E Broadway St  
 Broken Arrow, OK 74014  
 918-510-6825  
[elitecustomphoto@gmail.com](mailto:elitecustomphoto@gmail.com)

Quote NO. 105  
 DATE August 2, 2021

TO BAPS School Year 2021-2022  
 c/o Christian Welborn

Non-refundable Deposit	Date Booked	Payment Terms	Event Date
\$			

Hours	Service	Total
3.00	2 photo booths at Broken Arrow High School events	\$ 1,500.00
	Free 4x6 template upgrade	
	15% Discount	(\$225)
	\$1275 per event for up to 5 events during the 21-22 school year for a total of up to \$6375	
		<b>1,275.00 TOTAL</b>

Comments: We accept cash, check, and major credit cards

Make all checks payable to: Elite Custom Photo Booths  
**THANK YOU FOR YOUR BUSINESS!**