

BROKEN ARROW PUBLIC SCHOOLS
Educating Today  *Leading Tomorrow*

Contract Committee Review Request

MUST BE COMPLETED IN FULL

Date: 12/15/2021

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: *K. Morrison*

Does this Contract/Agreement utilize technology? YES/NO
 If yes, Technology Admin:

Leadership Team Member:

Funding Source:
Fund/Project OCAS Coding

Consent

Action

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.



Quotation

Date of Service: December 15, 2021
Location: Country Lane Elementary, Broken Arrow

Cost: Drinks - \$4.50/person (approximately 70)
Set-up Fee-\$75.00

Total Estimated Cost \$ 390

Contact: Lance Petitt

Please contact us with any changes.

Thank you,

A handwritten signature in cursive script that reads "Melanie Collins".

Joshua & Melanie Collins
The Traveling Bean Coffee Company, LLC
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info@travelingbeantulsa.com
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