

BROKEN ARROW  PUBLIC SCHOOLS
 Educating Today Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 3/20/2024

Contract/Agreement Vendor:
Name of Vendor & Contact Person

margaret@burnstours.net
Vendor Email Address

Payment for student travel - Choir to Wheaton, IL, 3/8/2024

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.

BAHS Show Choirs

Reason/Audience to benefit

4/15/2024

BOE Date

Amount of agreement

Person Submitting Contract/Agreement for Review: Darrin Davis, Executive Director of Fine Arts

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: no

Leadership Team Member: 

Funding Source:
Fund/Project OCAS Coding

Consent

Action

Reference Quote 10150. Request is made to make a \$27,000 only payment for the student trip from General Fund, Project 035. The balance of any amounts due to Burns Tours, LLC will be paid from Broken Arrow Accompany Booster Club.

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.*



5744 Greenbriar Road
 Franklin, TN. 37064
margaret@burnstours.net

Invoice # 10150

Burns Tours, LLC

INVOICE

Customer

Name Justin Rosser, Choir Director
 School Broken Arrow High School Band
 Address 1901 East Albany
 City Broken Arrow ST OK Zip

Date 19-Sep-23
 Event Chicago, IL
 Depart Date 08-Mar-24
 Return Date 12-Mar-24

| Quantity | Discription | Amount | Total Amount |
|----------|---|--------------|--------------------|
| 1 | Hotel deposit at Hilton Chicago/Oak Brook | | \$7,856.58 |
| 1 | Hotel cost - Hilton | \$34,570.14 | \$34,570.14 |
| 1 | Dinner Cruise | 14383 23/25 | \$14,383.92 |
| 1 | Field Museum | \$3,093.00 | \$3,093.00 |
| 1 | Four coaches | \$39,760.00 | \$39,760.00 |
| 1 | Truck driver room 2 nites | \$359.64 | \$359.64 |
| 1 | Golden Corral | \$2,709.92 | \$2,709.92 |
| 1 | 5% commission | \$5,100.00 | \$5,100.00 |
| 1 | Refund from hotel on 3/14 | (\$2,027.00) | (\$2,027.00) |
| 1 | ck. 2466 | (\$7,856.58) | (\$7,856.58) |

Payment Information
 DUE IN 30 DAYS OR 3% FEE WILL BE ADDED

| | |
|--------------------|--------------------|
| Sub Total | \$97,949.62 |
| Grand Total | \$97,949.62 |

We Appreciate Your Business

If you have any questions concerning this invoice please do not hesitate to contact Margaret Burns at (615) 791-1220 (Office) or (615) 400-5718 (Mobile)