

**Contract Committee Review Request**

**MUST BE COMPLETED IN FULL**

Date: 11/19/20

Contract/Agreement Vendor: FAB LAB TULSA INC #41974

Name of Vendor: DAN MORAN Phone Number: 918-779-6025

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

DAN@FABLABTULSA.ORG

**Email address**

FALL 2021

Date of services: \_\_\_\_\_

**IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE : W9** \_\_\_\_\_

And \_\_\_\_\_

**Vendor Registration**

\_\_\_\_\_

Person Submitting Contract/Agreement for Review: Jeri Melton, Sequoyah Middle School

Name Site

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

Audience/Group to benefit from Contract/Agreement: Sequoyah Middle School

**Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE**

Principal and Director or Administrator: \_\_\_\_\_

Signature

Does this Contract/Agreement utilize technology? No  Yes

Has it been reviewed by the Chief Technology Officer? No  Yes

*Stem*

If yes, Approved by: \_\_\_\_\_

Leadership Team Member: *Harla Dye* (Signature) Technology Approval

Signature

Funding Source: Perkins Grant - SMS Description: \_\_\_\_\_ OCAS Coding: 424-1000 -315-8700-000-510

- 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 12/7/2020"
- 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.*



**Fab Lab Tulsa, Inc.**  
 710 South Lewis Avenue  
 TULSA, OK 74104  
 (918) 779-6025  
 info@fablabtulsa.org  
 www.fablabtulsa.org

**Quote 1052**

**ADDRESS**

Broken Arrow Public Schools  
 701 S Main Street  
 Broken Arrow, OK 74012 USA

DATE 09/08/2021	<b>TOTAL</b> <b>\$1,000.00</b>	EXPIRATION DATE 10/08/2021
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DATE	ACTIVITY	QTY	RATE	AMOUNT
09/08/2021	<b>(2) Consultation and Training</b> VLS 350 Laser Cutter Hardware	1	400.00	400.00
09/08/2021	<b>(2) Consultation and Training</b> Laser Cutter Equipment and Consumables	1	500.00	500.00
09/08/2021	<b>(2) Consultation and Training</b> Labor	1	100.00	100.00

**TOTAL** **\$1,000.00**

THANK YOU.

Accepted By

Accepted Date