

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: 07-14-21

Contract/Agreement Vendor: Tulsa Foam Party

Name of Vendor
Dustin 918-955-3060

Contact Person Phone Number
3812 S Sequoia Ave, Broken Arrow, OK 74011

Address

City State Zip

tulsaballoons@gmail.com

Email address

08-23-21

Date of services

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE : W9 _____ And _____

Vendor Registration

Approved Fundraising Expense

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 Students

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

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) Technology / Approval

Leadership Team Member: Chris Perry
Signature

Funding Source: 934
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 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 08-09-21"
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.

MEMORANDUM

To: Dr. Janet Vinson
From: Christian Welborn
Date: August 9, 2021
Re: Tulsa Foam Party

SUBJECT

Discussion, motion and vote on motion to approve or disapprove the agreement between Tulsa Foam Party and Broken Arrow Public Schools for activities at Broken Arrow High School Aloha Bash during the 2021-22 school year. Cost is \$425.00 and will be paid by site activity funds. C. Welborn

ENCLOSURE/ATTACHMENTS

Agreement

SUMMARY

Tulsa Foam will provide services for entertainment at Aloha Bash.

FUNDING

Activity Funds

RECOMMENDATION

Approve

For All Entertainment LLC DBA Tulsa
 Balloons
 3812 S Sequoia Ave
 Broken Arrow , Ok 74011

Estimate

Date	Estimate #
7/23/2021	876542

Name / Address
Broken Arrow Schools

Project

Description	Qty	Rate	Total
Foam Party 1st hour		300.00	300.00
foam party 2nd hour		125.00	125.00
			0.00
Event time from 6 to 8			
Need to have water and electric 50 feet from foam area.			
Payment due 30 days from Invoice date			

Here is your quote Thank you	Total	\$425.00
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