

BROKEN ARROW PUBLIC SCHOOLS
 Educating Today R Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 5-25-22

Approved
Fundraiser

Contract/Agreement Vendor: McDonald's / SJK LLC
Name of Vendor
Debbie Beyard 918-286-6634
Contact Person Phone Number
816 N Elm
Address
Broken Arrow OK 74012
City State Zip
debbie.beyard@us.stores.mcd.com
Email address - if vendor wants the agreement returned via email

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

Person Submitting Contract/Agreement for Review: Julie Emanuel ASECC
Name Site

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

Audience/Group to benefit from Contract/Agreement: ASECC

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

Principal and Director or Administrator: Julie Wallace
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): Harold Dym
Signature

Funding Source: Activity Account 892 and/or 938
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 _____"
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.



SJK, LLC
 816 N. ELM PL.
 BROKEN ARROW, OK 74012
 918-286-6634

McTEACHERS NIGHT CONTRACT

This contract allows Arrow Springs ECC school to receive 20% of all sales between the hours 5pm-7pm on ~~Tuesday October 11, 2022~~ and Tuesday February 7, 2023 at the McDonalds restaurant located at 101st & Elm. *November 1, 2022*

Your school responsible for:
 Promoting this event at school
 and to parents and other school
 supporters.

McDonalds responsible for:
 Providing staff

Gathering as minimum of FIVE
 (5) Volunteers to assist throughout
 the event.

Assisting school
 throughout the evening

Arriving THIRTY (30) minutes
 early (4:30pm)

Making McDonalds a
 "FUN" place for families
 to visit.

Having the principal host
 in the lobby.

Processing and presenting check
 to the school.

Tip jar

Dress Casually & comfortable

 Signature of school contact
 or Principal

Debbie Beyard

 Signature of SJK
 representative

 Date

5/26/2022

 Date