



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 8/24/21

Contract/Agreement Vendor: Amish Bakery

Name of Vendor		
<u>Jana Turner</u>	<u>918.234.2387</u>	
Contact Person		
<u>25005 S Hwy 66</u>		
Address		
<u>Claremore</u>	<u>OK</u>	<u>74019</u>
City	State	Zip
<u>amishbakery@gmail.com</u>		
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: Holly Harper SMS
Name Site

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

Audience/Group to benefit from Contract/Agreement: SMS Choir Students

Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO Karen Steitz

Principal and Director or Administrator: [Signature]
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): [Signature]
Signature

Funding Source: _____
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 Karen Steitz. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.



MEMORANDUM

To: Dr. Janet Dunlop

From: Holly Harper, Choir Director at SMS

Date: 8/27/2021

Re: SMS Choir Fundraiser w/ Amish Fundraising

SUBJECT

Discussion, motion and vote on to approve or disapprove a NEW contract between Amish Fundraising and Broken Arrow Public Schools for Sequoyah Middle School

ENCLOSURES/ATTACHMENTS

Contract agreement

SUMMARY

The cost of fundraising services are quoted at \$1000 and will be paid from Activity Funds. The dates of service will be October 11th – October 22nd 2021. The vendor will provide the product and seller forms.

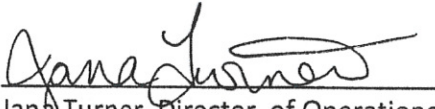
FUNDING

Sequoyah Middle School Choir Activity Account-833

RECOMMENDATION

Approve

Sequoyah Middle School, Broken Arrow, Ok Choir will be selling Pies, Dinner Rolls & Cinnamon Rolls from October 11th-22nd 2021. The cost to sell these items range from \$8-\$18.00 with a profit of \$2.50-\$6 for each item sold.



Jana Turner Director of Operations
Amish Treats & Fundraising

Sequoyah Middle School
Holly Harper