


**BROKEN ARROW PUBLIC SCHOOLS**  
*Educating Today* *Leading Tomorrow*

Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 02/11/2022

Contract/Agreement Vendor: Imperial Fireworks Co  
 Name of Vendor  
Tiffany 918-237-0537  
 Contact Person Phone Number  
12809 S. 285th E Ave  
 Address  
Coweta OK 74429  
 City State Zip  
cateyestiffany@aol.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: Christian Welborn 720 \_\_\_\_\_  
 Name Site

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

Audience/Group to benefit from Contract/Agreement: Graduating Seniors

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

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) 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 March 7, 2022"  
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: Mr. Chuck Perry  
From: Christian Welborn  
Date: March 7, 2022  
Re: Imperial Fireworks Co

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### SUBJECT

Discussion, motion and vote on motion to approve or disapprove the agreement between Imperial Fireworks Co and Broken Arrow Public Schools to serve as celebration for graduation ceremony at a rate of \$3500. C. Welborn

### ENCLOSURE/ATTACHMENTS

Agreement

### SUMMARY

Imperial Fireworks Co will provide fireworks at graduation ceremony in May 2022.

### FUNDING

Activity Funds

### RECOMMENDATION

Approve

# Imperial Fireworks Co

12809 S 285th E Ave  
Coweta, Ok 74429 918-237-0537

# QUOTE

Broken Arrow High School

Broken Arrow, Ok

**INVOICE NUMBER** | 2022-25  
**INVOICE DATE** | February 10, 2022

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Fireworks Display for Broken Arrow High School Graduation 2022		\$3,500.00
		TOTAL	3,500.00
		Payments/Credits	0.00
		Balance Due	3,500.00

**ATF License Type - 51**  
License #  
5-OK-145-51-OE-00763

**MAKE ALL CHECKS PAYABLE TO:**  
Imperial Fireworks Co  
12809 S 285th E Ave  
Coweta, OK 74429

**THANK YOU FOR YOUR BUSINESS!**