

Janet Brown  
sent 12.16.21

BROKEN ARROW PUBLIC SCHOOLS  
Educating Today Leading Tomorrow

Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 13 December 2021

Contract/Agreement Vendor: World's Finest Chocolate

Name of Vendor  
Andy Gustin 405-623-7295  
Contact Person Phone Number

Address  
8264 Solutions Center  
Address

Chicago IL 60677  
City State Zip

Andy Gustin <agustin2516@yahoo.com>  
Email address

14 January 2022 - 14 February 2022  
Date of services

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

Person Submitting Contract/Agreement for Review: Walter Gagajewski BAHS  
Name Site

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

Audience/Group to benefit from Contract/Agreement: JROTC

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

Principal and Director or Administrator: Crystal Koehl  
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: \_\_\_\_\_  
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 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 \_\_\_\_\_"  
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: To Whom It May Concern

From: BAHS JROTC/SASI

Date: 13 December 2021

Re: JROTC Contract with World's Finest Chocolates

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### SUBJECT

Discussion, motion and vote on to approve or disapprove a NEW contract between World's Finest Chocolate and Broken Arrow Public Schools for JROTC.

### ENCLOSURES/ATTACHMENTS

Contract agreement

### SUMMARY

World's Finest Chocolate will provide 120 60 count boxes of chocolate for 3960 and 6 free boxes with \$95 in shipping costs on or about 14 January 2022. JROTC cadets will sell the candy to raise money to cater their spring military ball.

### FUNDING

JROTC Activity Account

### RECOMMENDATION

Approve







# PHOENIX • WORLD'S FINEST<sup>®</sup> CHOCOLATE

## QUOTE INFORMATION

Quote ID # 00168903  
 Quote Date 12/13/2021, 12:35 PM  
 Store isportal

## ACCOUNT INFORMATION

Organization B.A. High School JROTC  
 SAP Account ID 723609  
 Customer Name Walter Gagajewski  
 Email wgagajewski@baschools.org  
 ISR [5960] - Gustin, Andy  
 Account Created On: 12/13/2021, 08:16 AM  
 Last Modified On: 12/13/2021, 11:01 AM

## BILLING ADDRESS

B.A. High School JROTC  
 Walter Gagajewski  
 1901 E Albany St  
 Broken Arrow, Oklahoma, 74012  
 United States  
 (918) 259-8591

## SHIPPING ADDRESS

B.A. High School JROTC  
 Walter Gagajewski  
 1901 E Albany St  
 Broken Arrow, Oklahoma, 74012  
 United States  
 (918) 259-8591

## PAYMENT INFORMATION

Terms

## SHIPPING & HANDLING INFORMATION

Method Preferred Delivery Time Range  
 Call Ahead for an Appointment.  
 Check-In at front desk upon arrival  
 Inside Delivery  
 Lift Gate Required  
 Special Delivery Location

Standard Fund \$95.00  
 11 am - 2 pm  
 No  
 No  
 Yes  
 Yes  
 No

## ITEMS

Product	Original Price	Price	Qty	Personalization	Row Total
\$1 Stock Bar Variety Pack - 60 count	\$0.00	\$0.00	6	none	\$0.00
\$1 Stock Bar Variety Pack - 60 count	\$36.00	\$33.00	120	none	\$3,960.00

## QUOTE SUMMARY

Subtotal \$3,960.00  
 Shipping & Handling \$95.00  
 Tax \$0.00  
 Grand Total \$4,055.00

Resources

[Documentation](#) | [Training Videos](#) | [MAS Announcements](#)

Fiscal Year 2021-2022

My Requests  Reporting  Approve

Purchase Request

Info	Vendor	Approval
RQ No 141954	Description 902/FUNDRAISER/JROTC/720	Requester DEVRA KENNEDY
RQ Date 12/16/2021	Vendor 36159-WORLDS FINEST CHOCOLATES-WORLDS FINEST C	Requested \$3,960.00
Fund 62	Vendor Contact Broken Arrow High School (720)	Approver
Purchase Approval 720 Activity Funds (720-ACTVY)	Location	

Items  Status/Com

Request Item

Item No	Description	Vendor Item No	Qty	Unit Price	Requested
1	100496AS-IRIG-ITEMS	460934FC	120	\$33.00	\$3,960.00

1 - Purchase Item Details

Project	Function	Object	Program	Subject	JobClass	Unit	Code Desc	Amount	Start Date	Payroll Reference	CC Vendor I
00	2100	670	900	0000	000	720	902 - SAF JROTC 2199 - OF	\$3,960.00	12/16/2021		