

BROKEN ARROW PUBLIC SCHOOLS

Educating Today Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 12/2/2021

Contract/Agreement Vendor: BA Bounce Houses

Name of Vendor _____
 Corey Feeney & Brittany Admire 918-706-3668
 Contact Person _____ Phone Number _____
 18518 E. 42nd Place
 Address _____
 Tulsa OK 74134
 City State Zip _____
 babouncehouses@gmail.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: BAHS Students

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): Chris Perry
 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 January 10, 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: Dr. Janet Vinson
From: Christian Welborn
Date: December 2, 2021
Re: BA Bounce Houses

SUBJECT

Discussion, motion and vote on motion to approve or disapprove the agreement between BA Bounce Houses and Broken Arrow Public Schools to provide bounce houses as entertainment for Sadie Hawkins for \$550. C. Welborn

ENCLOSURE/ATTACHMENTS

Agreement

SUMMARY

BA Bounce Houses will provide entertainment for Sadie Hawkins dance on February 5, 2022.

FUNDING

Activity Funds

RECOMMENDATION

Approve

BA Bounce Houses

QUOTE

18518 E. 42nd Pl
 Tulsa, OK 74134
 Phone: 918-851-3685

DATE 12/1/2021
 P.O. # BA2522

VENDOR

Corey Feeney & Brittany Admire
 BA Bounce Houses
 18518 E. 42nd Pl
 Tulsa, OK 74134
 918-706-3668

SHIP TO

Broken Arrow Public Schools
 701 South Main Street
 Broken Arrow, OK 74012

Invoice	Event Name	Terms
02/05/2022	Sadie Hawkins Dance	Net 30

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	OG- White Bounce House	1	250.00	250.00
6	Cotton Candy- Blue Bounce House	1	300.00	300.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Other Comments or Special Instructions
 \$100 discount given

 *If available, the blue will be switched out for an additional white bouncer for a total of 2 white bounce houses and price will be adjusted to \$500

SUBTOTAL	\$550.00
TAX RATE	
TAX	\$0.00
S & H	\$0.00
OTHER	\$0.00
Total:	\$550.00

Authorized by _____ Date _____

If you have any questions about this purchase order, please contact
 (Corey Feeney 918-706-3668 babouncehouses@gmail.com)