

BROKEN ARROW PUBLIC SCHOOLS

Educating Today



Leading Tomorrow

Contract Committee Review Request

MUST BE COMPLETED IN FULL

Date: 12/3/2021

Contract/Agreement Vendor: Toast #514

Name of Vendor & Contact Person

toastandfranklinsonmain@gmail.com

Vendor Email Address

Catering

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

Staff holiday party

Reason/Audience to benefit

11/8/2021

BOE Date

\$ 980.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Lisa Snowden

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: Karen Morrison

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: NO

Leadership Team Member: Hank Dyer

Funding Source: 938

Fund/Project

22-938-2490-682-900-1050-000-170

OCAS Coding

This will be our CLP staff holiday party on December 3, 2021. All CLP staff members and spouses are invited.

Consent

Action

Summary

This area must be complete with full explanation of contract

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 8:00a.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 Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

# Franklins & Toast on Main

# INVOICE

Christmas Party Reservation for Country Lane Primary  
 To be hosted by Toast @201 S. Main St on December 3,2021  
 Number of Guests: 50-60 beginning at 6:00pm - 9:00pm  
 Number of Servers: 2

| INVOICE # | DATE       |
|-----------|------------|
| 3/12/2021 | 10/29/2021 |

**BILL TO**  
 Country Lane Primary  
 Lisa Snowden

| CUSTOMER ID | TERMS   |
|-------------|---------|
|             | 30 days |

| DESCRIPTION   | Guests | UNIT PRICE | AMOUNT |
|---|--------|------------|--------|
| Room Rental: to include linens, service, set-up and tear down and any incidentals | 50+    |            | 150.00 |
| Chip, Queso and Salsa   | 20     | 6.00       | 120.00 |
| Tater Skins   | 20     | 7.00       | 140.00 |
| Fruit and Veggie Tray   | 14     | 6.00       | 84.00  |
| Bruschetta with Bacon Jam   | 7      | 6.00       | 42.00  |
| Bruschetta without Bacon Jam  | 8      | 6.00       | 48.00  |
| Corn Dip with Chips   | 20     | 10.00      | 200.00 |
| Gratuity  | 25%    | 784.00     | 196.00 |
|   |        |            | -      |
|   |        |            | -      |

*Thank you for your business!*

|              |                  |
|--------------|------------------|
| SUBTOTAL     | 980.00           |
| TAX RATE     |                  |
| TAX          | -                |
| <b>TOTAL</b> | <b>\$ 980.00</b> |