

BROKEN ARROW  PUBLIC SCHOOLS
Educating Today *Leading Tomorrow*

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date:

Contract/Agreement Vendor:
Name of Vendor & Contact Person

Vendor Email Address

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.

Reason/Audience to benefit

BOE Date
Amount of agreement

Person Submitting Contract/Agreement for Review:

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: *Dana deFreese*

Does this Contract/Agreement utilize technology? YES/NO NO
 If yes, Technology Admin:

Leadership Team Member:

Funding Source:
Fund/Project OCAS Coding

Consent

Action

SCHOOL T-SHIRTS/SPIRIT WEAR FOR FRIENDS, FAMILY, PARENTS, STUDENTS, AND STAFF, TO PURCHASE THROUGH OUT THE YEAR, TO RAISE MONEY FOR OUR TEACHER ACTIVITY ACCOUNT #938. TO PURCHASE TEACHER/CLASSROOM SUPPLIES, TEACHER MATERIALS, AWARDS, GIFTS, HOSPITALITY SUPPLIES, DECORATIONS, REFRESHMENTS, PARENT/TEACHER CONFERENCE MEALS, ETC...

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.

May, 26 2022



Physical Address: 3081 W. Albany St. Broken Arrow, Ok 74012, Unit 109
Billing Address: 7839 S. Townsend Ave, Broken Arrow, Ok 74014

Attention: Park Lane ECC, 7700 S. Shelby Lane, Broken Arrow, OK 74014

H&A is planning to make T-Shirts for Park Lane ECC for the 2022-2023 School Year.
To Produce T-Shirts for the Staff , Students and for a future district fundraiser..

Quote for 50/50 Blend also 100% Cotton T-Shirts.

Design Being a 1 color on dark or light T-Shirts.

Youth Small - Adult XL / \$8.00

Adult XXL / \$10.00

Adult XXL / \$12.00

Prices will increase \$2.00 incrementally for a Multiple color design.

An Online ordering application will come into use. All parties will have access to the Website production and sales numbers. Meaning, Park Lane ECC would have the passwords to the Online sales portal. From there Park Lane ECC Staff will be able to keep Track of how many orders of T-Shirts are sold and to who.

Staff and Student Tees will be a direct Sale Online from H&A Screenprinting.

A Fundraiser T-Shirt will be sold to Park Lane ECC for an agreed upon lower cost. Park Lane will Mark-up the shirt price and sell district wide.. All money collected from Online sales will deposit into H&A's Bank. When Ordering window is complete. H&A will then write Park Lane a check For the difference in mark up. Orders will be accumulated with both types of orders. Both parties agreeing on a printed delivery date for each product to the school. H&A will not be shipping items bought Online. H&A will print the orders, once accumulated. Then deliver to Park Lane ECC .

Turn around time per order will be the usual, a week or approximate.
