



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 3/24/2022

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:

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

Leadership Team Member:

Funding Source:
Fund/Project

OCAS Coding

Consent

Action

Pencil machine supplied by Lee's School Supplies. All supplies for the pencil machine must be purchased through Lee's School Supplies. Students may purchase pencils for 25 cents each. Proceeds are deposited into the Student Activity Fund.

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.



1629 Plum Creek Drive, Midlothian, TX 76065
Toll Free: 800-833-5057 ● Fax: 972-230-1083

SELF SERVICE MACHINE AGREEMENT

Name of School: Lynn Wood Elementary

Shipping Address: 1600 West Quincy

City: Broken Arrow **State:** OK **Zip:** 74012

Administrator: Shannon Schwarz **Title:** Principal

LEE'S SCHOOL SUPPLIES, INC. will provide a dispenser for use by ELEMENTARY SCHOOLS of 300 or more students with the understanding that all supplies used in the dispenser will be purchased from LEE'S SCHOOL SUPPLIES, INC. and that you order at least once a school year. As the dispenser remains the property of LEE'S SCHOOL SUPPLIES, INC., it is guaranteed against theft, fire, and vandalism, provided the money is removed daily. There will be no charge for service calls and a machine will be replaced free of charge one time, if stolen or vandalized. Further replacements will be made at the discretion of LEE'S SCHOOL SUPPLIES, INC.

If at any time this agreement becomes unsatisfactory for any reason, LEE'S SCHOOL SUPPLIES, INC. will remove the dispenser and issue a check or credit for any returned inventory.

Signed for the School: _____

Title: _____

FOR OFFICE USE ONLY

Machine Model 25S Key Number 121

To Vend Pencils