

B
 BROKEN ARROW PUBLIC SCHOOLS
Educating Today *Leading Tomorrow*

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 02/12/2024

Contract/Agreement Vendor: Elite Custom Photo Booths / Katie Fields
Name of Vendor & Contact Person

elitecustomphoto@gmail.com
Vendor Email Address

Elite Custom Photo Booths will provide photo booths for up to 5 BAHS events

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.

BAHS Students
Reason/Audience to benefit

March 11, 2024 \$ 6,375.00
BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review: Carolyn Harger

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: *Christian Wellborn*

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

Cabinet Team Member: *Stan L. Duan*

Funding Source: 62-934 62-934
Fund/Project OCAS Coding

Elite Custom Photo Booths will provide photo booths for up to 5 BAHS events at \$1275 per event for the 2024-2025 school year.

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.

MEMORANDUM

To: Mr. Chuck Perry
From: Christian Welborn
Date: March 11, 2024
Re: Elite Custom Photo Booths

SUBJECT

Discussion, motion and vote on motion to approve or disapprove the agreement between Elite Custom Photo Booths and Broken Arrow Public Schools to provide photo booth for up to 5 BAHS events at a rate of \$6375. C. Welborn

ENCLOSURE/ATTACHMENTS

Agreement

SUMMARY

Elite Custom Photo Booths will provide photo booths for up to 5 BAHS events for the 2024-2025 school year.

FUNDING

Activity Funds

RECOMMENDATION

Approve

