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BROKEN ARROW PUBLIC SCHOOLS
Educating Today *Leading Tomorrow*

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 2/15/2022

Contract/Agreement Vendor: Signature Chocolates
Name of Vendor
Dwain Boren 918-688-2675
Contact Person Phone Number
10018 Huffines Dr.
Address
Rowlett TX 75089
City State Zip
dwain@borenfundraising.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: Teresa Segress SMS
Name Site

Reason for Review: (New Agreement, Renewal...): New Agreement

Audience/Group to benefit from Contract/Agreement: Sequoyah MS Band

Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO Karen Steitz
 Principal and Director or Administrator: [Signature]
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): _____
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 _____"
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.



SIGNATURE FUNDRAISING

Phone 1-800-645-3863 www.sigfund.com Fax 1-800-898-7702

Rep Order Form 1321

Date 02-15-2022

Organization: Sequoyah Middle School Band Ph (918-259-4370)
 Address: 2701 S. Elm Place
 City: Broken Arrow State: OK Zip: 74012 Ph Cell ()
 Contact: Teresa Segress Purchase Order#: _____
 E-Mail: tsegress@baschools.org Tax ID # _____
 Deliver By: 3-23-2022 Delivery Location Type: School Business Residential

| \$1 Items | \$2 Items |
|---|---|
| <input type="checkbox"/> / / \$1 - 240/Case Variety Pack Bars- 1.3 oz Bar | <input type="checkbox"/> / / \$2 - 120/Case Variety Pack Bars- 2.4oz Bar |
| <input type="checkbox"/> / / \$1 - 240/Case Variety Pack Gummy Bears | <input type="checkbox"/> / / \$2 - 120/Case Premium Collection |
| <input type="checkbox"/> <u>40 +/2 Free</u> \$1 - 240/Case Funtastic Collection | <input type="checkbox"/> / / \$2 - 120/Case Chocolate Covered Almonds |
| <input type="checkbox"/> / / \$1 - 240/Case Straight Caramel Pack Bars | <input type="checkbox"/> / / \$2 - 120/Case Gigglejig Caramel Pecan Cluster |
| <input type="checkbox"/> / / \$1 - 240/Case Almond Straight Pack Bars | <input type="checkbox"/> / / \$2 - Sweet & Savory Popcorn 120 bags/Case Caramel; White Cheddar; Chicago Mix |
| <input type="checkbox"/> / / \$1 - 240/Case Straight Rice Pack Bars | <input type="checkbox"/> / / \$2—Spicy & Sweet Popcorn 120 bags/Case Caramel; Kettle; Jalapeño Cheddar |
| <input type="checkbox"/> / / \$1 - 240/Case Straight Milk Pack Bars | <input type="checkbox"/> |
| <input type="checkbox"/> / / \$1 - 240/Case Straight Dark Pack Bars | <input type="checkbox"/> |
| <input type="checkbox"/> / / \$1 - 240/Case Super Sour Powers | <input type="checkbox"/> |
| <input type="checkbox"/> / / \$1 - 240/Case Cables | <input type="checkbox"/> / / \$15 - 12/Case Katydids Caramel Pecan Cluster |

Notes: 40 x \$120 = 4800 + \$90 freight = \$4890.00 invoice

Conditions of Agreement

It is the group's responsibility to keep candy at no more than 74 degrees and in an insect free environment. Signature Fundraising will not be responsible for any product that has not been stored properly.

Profit to equal 50 % of the retail amount before applicable sales tax. (If applicable, sales tax is added to the invoice in accordance with your state's tax laws for items declared taxable.) Initial TS

Shipping cost: Popcorn \$30 Katydids \$60 Chocolate and Mix \$90

No returns allowed after 30 days of receipt of product. Only unopened cases can be returned. Returns may adjust any incentives given. No Returns on Popcorn. Initial TS

Payment for product must be submitted to Signature Fundraising within 30 days of the sale start date. Interest will accrue at 1 1/2% per month (18% annum) on any unpaid balance after 30 days of sale start date. Initial TS

Signed: _____ Signed: _____ Signed: _____
 Principal Contact Signature Representative

Steve Allen
 Bae President 3.7.2022



Broken Arrow Public Schools
Requisition
(Revised 04-11-2019)

| |
|----------------------|
| Date |
| 2/14/22 |
| School or Department |
| Sequoyah MS |

| | | |
|---|--|--------------------------------------|
| Complete Vendor or Employee Name and Address Below: | | Employee # if applicable: |
| B Signature Chocolates · Boren F.R. | | |
| 10018 Huffines Dr. Rowlett, TX 75089 | | |
| <u>Alicia Seguen</u> | | _____ |
| Signature of Requestor (Please sign legibly) | | Signature of Principal or Supervisor |

| |
|----------------------|
| PURCHASING DEPT ONLY |
| DATE RECEIVED |
| VENDOR NUMBER |
| P.O. NUMBER |

| FY | FUND | PROJECT | FUNCTION | OBJECT | PROGRAM | SUBJECT | JOB | SITE |
|----|------|---------|----------|--------|---------|---------|-----|------|
| 22 | 69 | 818 | | | | | | 510 |

The items listed below are purchased in accordance with the Purchasing and Procurement Policy (12-4)

Send Copy of Purchase Order to Originating Site / Department

| QTY | Model/Stock Number | Name and Description | Unit Cost | Extension |
|-----|--------------------|---|-----------|----------------------|
| | | Fundraising Products with Boren Fundraising | | 4,890. ⁰⁰ |
| | | 918-688-2675 | | |
| | | Hold pending board approval @ March meeting | | |

| | |
|--|-----------------------------|
| Freight is automatically calculated at 15%. If freight is different than 15%, enter correct amount in the "Unit Cost" field. If no freight charge, enter "0" in the "Unit Cost" field. → | \$0.00 |
| TOTAL COST | 4,890. ⁰⁰ \$0.00 |

Approvals as Applicable:

| | | |
|--------------------------------|------------------------------------|--------------------------------|
| Technology Dept. _____ Date | Budget Coordinator _____ Date | Purchasing Director _____ Date |
| Instructional Dept. _____ Date | Chief Financial Officer _____ Date | Encumbrance Clerk _____ Date |



MEMORANDUM

To: Dr. Janet Dunlop

From: Teresa Segress, Band Director at SMS

Date: 2/15/2022

Re: SMS Band Fundraiser w/ Boren Fundraising-Signature Chocolate

SUBJECT

Discussion, motion and vote on to approve or disapprove a NEW contract between Boren Fundraising and Broken Arrow Public Schools for Sequoyah Middle School

ENCLOSURES/ATTACHMENTS

Contract agreement

SUMMARY

The cost of fundraising services are quoted at \$4,890 and will be paid from Activity Funds. The dates of service will be -March 23-April 13, 2022 The vendor will provide the product and seller forms.

FUNDING

Sequoyah Middle School Band Activity Account- 818

RECOMMENDATION

Approve



Freshman Academy Activity Fund Requisition

| |
|---------------------|
| Date |
| February 10th, 2022 |
| Grade/Department |
| BAFA Band 818 |

COMPLETE VENDOR AND ADDRESS (IF REIMBURSEMENT, EMPLOYEE NAME AND EMPLOYEE #)
 Boren Fundraiser (Signature Chocolates - 817)

| |
|-------------------------|
| ACTIVITY FUND DEPT ONLY |
| DATE RECEIVED |
| VENDOR NUMBER |
| P.O. NUMBER |

The items listed below are purchased in accordance with the Purchasing and Procurement Policy (12-4)

Morrison aeg
 Name of Requestor/Teacher (Please print) Signature of Principal or Supervisor

| FY | FUND | ACCOUNT | FUNCTION | OBJECT | PROGRAM | SUBJECT | JOB | SITE |
|----|------|---------|----------|--------|---------|---------|-----|------|
| 22 | 76 | 818 | 3200 | 670 | 900 | 3000 | 000 | 700 |

| QTY | Model or Stock Number | NAME AND DESCRIPTION | UNIT COST | EXTENSION |
|--|-----------------------|----------------------|-----------|------------|
| | | Candy bar fundraiser | | \$4,170.00 |
| | | | | |
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| | | | | |
| Freight is automatically calculated at 10%. If freight is different than 10%, enter correct amount in the "Unit Cost" field. If no freight charge, enter "0" in the "Unit Cost" field. → | | | | \$4,170.00 |
| TOTAL COST | | | | |

SITE WILL DISTRIBUTE PO TO VENDOR

_____ _____
 Technology approval signature Payroll approval signature

BROKEN ARROW  PUBLIC SCHOOLS
 Educating Today Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: February 10, 2022

Contract/Agreement Vendor: Signature Chocolates/Sharon Boren # 817

Name of Vendor & Contact Person

sharon@borenfundraising.com

Vendor Email Address

Chocolate Fundraiser

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.

Students

Reason/Audience to benefit

3/7/2022 \$ 4,170.00

BOE Date Amount of agreement

Approved Fundraiser

Person Submitting Contract/Agreement for Review: Christine McMorris

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: *A. Elizabeth Giebert*

Does this Contract/Agreement utilize technology? YES/NO NO

If yes, Technology Admin: *Stan L. Dunn*

Leadership Team Member: JAMES MORRISON *James Morrison*

Funding Source: Fund 76/818 818-3200-670-900-3000-000-700

Fund/Project OCAS Coding

Consent

Action

Summary This area must be complete with full explanation of contract

Candy bar fundraiser to benefit band students. *THIS IS THE SAME FUNDRAISER THAT WE HAVE DONE FOR SEVERAL YEARS. WE HAVE SWITCHED FROM CHERRY DALE DUE TO EASE OF USE. BOREN IS A LOCAL COMPANY.*

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