

# BROKEN ARROW PUBLIC SCHOOLS

Educating Today Leading Tomorrow

Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 1/24/2022

Contract/Agreement Vendor: World's Finest Chocolate

Name of Vendor		
Andy Gustin	(405) 623-7295	
Contact Person	Phone Number	
4801 S Lawndale Ave		
Address		
Chicago	IL	60632-3062
City	State	Zip
agustin2516@yahoo.com		
Email address		
2/8/2022-5/17/2022		
Date of services		

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE :  
W9 \_\_\_\_\_  
And \_\_\_\_\_  
  
Vendor Registration  
\_\_\_\_\_

Person Submitting Contract/Agreement for Review: Becca Baker Highland Park Elementary  
Name Site

Reason for Review: (New Agreement, Renewal...): New agreement with active Vendor

Audience/Group to benefit from Contract/Agreement: Fundraiser for 5th Grade Field Trip, 115 students

**Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE**

Principal and Director or Administrator: *Beth Schmitt*  
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 Member: \_\_\_\_\_  
Signature

Funding Source: Activity Funds 70  
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 Stacie Chase. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*

## MEMORANDUM

To: Janet Brown

From: Beth Schmidt, Highland Park Elementary

Date: 2/08/2022

Re: 5th Grade Fundraiser- World's Finest Chocolate

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### **SUBJECT**

Discussion, motion and vote on to approve or disapprove a NEW contract between World's Finest Chocolate and Highland Park/Broken Arrow Public Schools for 5th Grade Fundraiser.

### **ENCLOSURES/ATTACHMENTS**

Contract Agreement

### **SUMMARY**

Highland Park Activity Funds will purchase boxes of chocolates to raise money for the 5<sup>th</sup> Grade Day field trip. There is no cost to the District.

### **FUNDING**

Fund 70

### **RECOMMENDATION**

Approve



