

BROKEN ARROW  PUBLIC SCHOOLS
Educating Today Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 2/1/2022

Contract/Agreement Vendor: Alexander Ott
Name of Vendor & Contact Person
alex@alexandraott.com
Vendor Email Address

This contract is for an in-person author visit by a Sequoyah Award nominated author. She is from Broken Arrow.

Summary
The author visit is for our 5th graders.

Reason/Audience to benefit

2/7/2022

BOE Date

\$500.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Becca Baker

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: Paula Clayton

Funding Source: 11/001

Fund/Project

11-001-2199-323-000-0000-135

OCAS Coding

Consent Item: Accept and approve the NEW/RENEWAL agreement between Broken Arrow Public Schools and the vendor listed above. (ie. New fiscal year &/or Renewal services)

Action Item: Discussion, motion and vote on motion to approve or disapprove the NEW agreement between Broken Arrow Public Schools and the vendor listed above. (ie. Purchase over \$50,000 &/or new service)

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.

BASICS PLUS, INC
PO BOX 1093

12820 SW 58TH STREET

MUSTANG, OK 73064-9593

Phone # 1-800-725-2665 Web Site www.basicsplusbooks.com

THIS IS NOT AN ORDER

Price Quote

Date	Price Quote #
2/1/2022	217510

Fax # 1-866-577-2081

PLEASE REFERENCE PRICE QUOTE NUMBER ABOVE WHEN ORDERING

PRICE SUBJECT TO CHANGE.

This quote is guaranteed for 30 days. After that, please confirm price before ordering.

Bill To

Highland Park Elementary
Paula Clayton
7200 East Quincy Place
Broken Arrow, Oklahoma
74014

Ship To

Highland Park Elementary
Paula Clayton
7200 East Quincy Place
Broken Arrow, Oklahoma
74014

Please confirm the shipping and billing address if ordered.

P.O. No.

Item	Description	Quantity	Each	Amount
Professional Books	Alexandra Ott February 11, 2022 School Visit Package including honorarium, 5 paperback copies of Seekers of the Wild Realm, and 20 hardcover copies of Seekers of the Wild Realm.	1	500.00	500.00
			Total	\$500.00