

From: [Wallace, Julie](#)
To: [Clark, Casey L](#); [Otto, Kelle E](#)
Subject: Re: RQ 136726
Date: Friday, April 2, 2021 4:06:08 PM

Thank you, Kelle. I approve.

Also, the contract is being prepared by Joyful Jumps, and we will submit it as soon as we receive it. Thanks!

Wishing you well,

Julie Wallace
Principal
Aspen Creek ECC

918-259-7796

From: [Clark, Casey L](#) <clclark@baschools.org>
Sent: Friday, April 2, 2021 6:58 AM
To: Wallace, Julie
Subject: Fwd: RQ 136726

Please see below. This came through this morning.

Casey Clark
Principal Secretary
Aspen Creek ECC
clclark@baschools.org
918-505-5290

Sent from my iPhone

Begin forwarded message:

From: "Otto, Kelle E" <kotto@baschools.org>
Date: April 2, 2021 at 8:41:59 AM CDT
To: "Clark, Casey L" <clclark@baschools.org>
Subject: RQ 136726

Hi Casey,

When I was reviewing RQ 136726, I noticed "Rentals" was not included on the Budget Guidelines. Since we were waiting for approval on [Project 892](#), I went ahead and added it to the Excel sheet you sent me and attached it. Please make sure this is the

one that the Principal approves. I moved Substitutes down to the Payroll line and added "Rentals; Contracted Services; Other Professional Services", so you wouldn't have to have a 2nd page.

Also, I checked with Stacie Chase and a contract will be needed for this. The contract forms are on BAPS website – under District Forms – Finance. Please submit the contract to Stacie.

If you have any questions, please let me know.

Thank you!

Kelle Otto

Budget/Treasury Analyst & Assistant Treasurer
Broken Arrow Public Schools
918-259-5729