

**Contract Committee Review Request**  
**MUST BE COMPLETED IN FULL**

Date: 5/31/22

Contract/Agreement Vendor:   
Name of Vendor & Contact Person  
  
Vendor Email Address

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.*

Reason/Audience to benefit

       
BOE Date      Amount of agreement

Person Submitting Contract/Agreement for Review:

**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:

Funding Source:         
Fund/Project      OCAS Coding

**Consent**

**Action**

CWECC would like to purchase school t-shirts from H&A Screenprinting for the purpose of resale to students, parents/guardians, and staff members. This will be a fundraiser benefiting the Staff Activity Fund 938. Cost to CWECC will be determined based on the orders placed ranging from \$10 to \$14 a shirt and a \$2 increase per shirt for multi-colored screenprinting.

**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.*

May, 26 2022



Custom T-Shirts - [www.hatshirts.com](http://www.hatshirts.com)

Physical Address: 3081 W. Albany St. Broken Arrow, Ok 74012, Unit 109

Billing Address: 7839 S. Townsend Ave, Broken Arrow, Ok 74014

Attention: Creekwood ECC, 1351 E. Albany Street, Broken Arrow, OK 74012

H&A is planning to make T-Shirts for Creekwood Elementary ECC for the 2022-2023 School Year.

Quote for Black 50/50 Blend also 100% Cotton T-Shirts.

Design Being a 1 color on dark or light T-Shirts.

Youth Small - Adult XL / \$10.00

Adult XXL / \$12.00

Adult XXL / \$14.00

Prices will increase \$2.00 incrementally for a Multiple color design.

A possibility of using an Online ordering application may come into use. If such action is taken, all parties will have access to the website production and sales numbers. Meaning, Creekwood would have the passwords to the online sales portal. From there Creekwood Staff will be able to keep track of how many orders of T-Shirts are sold and to who.

Turn around time will be per usual, a week or approximate.