

Browning Public Schools  
**Board Agenda Request**  
 Meeting to Be Held: 10/9/18



- Recognition:**     Students                       Staff                       Parents
- Information:**    Building Report             Old Business             Superintendent's Report
- Action:**         Resignation                       Hiring                       Contract Service Agreements
- Travel Out-of-State             Travel In State             Approvals
- Termination                       Legal Matters             Other:
- This action request pertains to     Elementary (only)         High School/District Wide

**Date:**    10/9/18

**To:**        **Corrina Guardipee-Hall**  
 Superintendent

**From:**    Stacy Edwards  
 Title:      Director of Finance

**Subject: Purchases Over \$10,000.00**

**Justification (District Goals): Board of Trustees Policy #7320 calls for board approval of any purchases over \$10,000.**

**Financial Impact: See below**

**Funding Source (Budget/grant, etc.): Identified below**

**Attachment(s):** Purchases orders and quotes

PO #29494 Superior Business Equipment	\$13,022.68	Food Service/Copy Center
PO #29495 Warden Paper	\$12,000.00	Food Service/Copy Center
PO #29498 Intermountain Marketing	\$15,000.00	Technology

**Comments:** \_\_\_\_\_

**Board Action:**     N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

**Bill To:**

**BROWNING PUBLIC SCHOOLS**

**PURCHASE ORDER**

PO Box 610  
Browning, MT 59417-0610

**PO #:** 29494  
Page: 1  
Date Issued 10/05/18

<b>To:</b>	
Vendor	1519
PHONE	(800)491-7462
FAX	(406)453-0063
SUPERIOR BUSINESS EQUIPMENT/KELLEY	
PO BOX 1252	
1001 CENTRAL AVE	
GREAT FALLS, MT 59403-1252	

<b>Ship To:</b>
BROWNING FOOD SERVICE/WAREHOUS
102 EAST BOUNDARY STREET
BROWNING, MT. 59417
406-338-7952

Ship Via  
Requested by KIM W  
**Approved by LYNNE**  
Orgn. Food Service/Warehouse

Notes  
yearly district wide copier lease  
Requisition #:32545  
Approved by: LYNNE, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
IN423378	DISTRICT 9 COPIERS LEASE	1.000		11488.6600	11488.66
274-	92-920-3200-610				
IN416630	DISTRICT 9 COPIERS LEASE	1.000		1534.0200	1534.02
274-	92-920-3200-452				
<b>Total</b>					<b>13022.68</b>

**INSTRUCTIONS TO SUPPLIER**

1. Please furnish above order less any educational discounts.
2. This P.O. will be voided if not shipped within 60 days of order date.
3. Purchase order number must appear on all documents and packages.
4. Ship all merchandise F.O.B. "Ship To" address. Prepay and bill shipping charges.
5. Do not mail invoices to "Ship To" address.
6. Do not attach invoice to carton containing merchandise.

**Bill To:**  
**BROWNING PUBLIC SCHOOLS**

# PURCHASE ORDER

PO Box 610  
Browning, MT 59417-0610

**PO #:** 29495  
Page: 1  
Date Issued 10/05/18

<b>To:</b>	
Vendor	777
PHONE	(406)453-3221
FAX	(406)454-3339
WARDEN PAPER BOX 1162 GREAT FALLS, MT. 59403	

<b>Ship To:</b>
BROWNING FOOD SERVICE/WAREHOUS 102 EAST BOUNDARY STREET BROWNING, MT. 59417 406-338-7952

Ship Via  
Requested by K WIPPERT  
**Approved by LYNNE**  
Orgn. Food Service/Warehouse

Notes  
Paper for Copy Center  
Requisition #:33022  
Approved by: LYNNE, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
274- 92-920-3200-610	8.5 x 11 WHI PAPER	1.000		12000.0000	12000.00
<b>Total</b>					<b>12000.00</b>

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6. Do not attach invoice to carton containing merchandise.

**Bill To:**  
**BROWNING PUBLIC SCHOOLS**

**PURCHASE ORDER**

PO Box 610  
 Browning, MT 59417-0610

**PO #:** 29498  
**Page:** 1  
**Date Issued** 10/05/18

<b>To:</b>	
Vendor	8387
PHONE	(303)278-7800
FAX	( ) -
INTERMOUNTAIN MARKETING INC 8202 EAST PARK MEADOWS DR LONE TREE CO 80124	

<b>Ship To:</b>
BROWNING SCHOOLS TECHNOLOGY 129 1ST AVENUE SE BROWNING MT 59417 406-450-8842

Ship Via STANDARD  
 Requested by E HOLM  
**Approved by** EVERETT  
 Orgn. Technology

**Notes**

Design and construction administration for soliciting bids from USAC/E-Rate process to upgrade networks to fiber including floor plans, spec's, and during construction will act as owners representative with weekly construction/installation meetings, insurance, bonding, testing, etc.  
 Requisition #:33173  
 Approved by: EVERETT, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
	E-rate design services	1.000		15000.0000	15000.00
126- 78-162-2220-660	11250.00		PUBLIC SCHOOLS		
226- 78-162-2220-660	3750.00				
<b>Total</b>					<b>15000.00</b>

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