

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 3/29/17



- 
- 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
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**Date:**        3/24/17

**To:**         **John Rouse**  
                  Superintendent of Schools

**From:**      Stacy Edwards  
**Title:**      Business Office Manager

**Subject: Purchase over \$5,000**

**Justification (District Goals): Board of Trustees Policy #7320 calls for board approval of any purchases over \$5,000.**

**Financial Impact: See below**

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

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

PO#22059 Breen Oil	\$ 5,968.34	Transportation - fuel
PO#22084 Superior Business Office	\$ 7,195.47	Fd Svc/Copy Ctr - Maintenance Agreement
PO#22060 Superior Business Office	\$12,798.00	Fd Svc/Copy Ctr - New Copier

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

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

Bill To:

BROWNING PUBLIC SCHOOLS

PURCHASE ORDER

PO Box 610  
Browning, MT 59417-0610

PO #: 22059  
Page: 1  
Date Issued 03/23/17

To:	
Vendor	7833
PHONE	(406)466-2575
FAX	( ) -
BREEN OIL & TIRE COMPANY	
P. O. BOX 10	
505 MAIN AVENUE SOUTH	
CHOTEAU, MT. 59422	

Ship To:
BROWNING SCHOOLS TRANSPORTATIO
102 EAST BOUNDARY STREET
BROWNING, MT. 59417
406-338-5952

Ship Via  
Requested by TERI  
Approved by WAYNE  
Orgn. Transportation

Notes

Requisition #:24817  
Approved by: WAYNE, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
162334	Propane for buses	2930.000		0.8900	2607.70
110-	96-167-2710-624	1564.62			
210-	96-167-2710-624	1043.08			
162339	Propane for buses	1340.000		0.8900	1192.60
110-	96-167-2710-624	715.56			
210-	96-167-2710-624	477.04			
	Propane for buses	1.000		32.0400	32.04
110-	96-167-2710-624	19.22			
210-	96-167-2710-624	12.82			
162252	Propane for buses	2400.000		0.8900	2136.00
110-	96-167-2710-624	1281.60			
210-	96-167-2710-624	854.40			
<b>Total</b>					<b>5968.34</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 #: 22084  
Page: 1  
Date Issued 03/23/17

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

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

Ship Via  
Requested by TERESA  
Approved by LYNNE  
Orgn. Food Service/Warehouse

Notes  
CONTRACT INVOICE - CONTRACT #CT10066-01  
Requisition #:25080  
Approved by: LYNNE,STACY,BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
INV: 28455	CONTRACT	1.000		7195.4700	7195.47
112- 92-910-3100-610					



<b>Total</b>	<b>7195.47</b>
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INSTRUCTIONS TO SUPPLIER

1. Please furnish above order less any educational discounts.
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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 #: 22060  
Page: 1  
Date Issued 03/23/17

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

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

Ship Via  
Requested by TERESA  
Approved by LYNNE  
Orgn. Food Service/Warehouse

Notes

NEW COPIER WITH DELIVERY, TRAINING AND LIBRARY REPLACEMENT  
Requisition #:24830  
Approved by: LYNNE, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
274- 92-930-3200-610	IMAGERUNNER ADVANCE 4545I	1.000		12798.0000	12798.00
<b>Total</b>					<b>12798.00</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.
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