

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 12/14/21



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- 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: 12/7/211

To: **Corrina Guardipee-Hall**
 Superintendent

From: Crystal Tailfeathers
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#44679 \$13000.00 Warden Paper/Copy Center

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 #: 44679
Page: 1
Date Issued 11/30/21

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

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

Ship Via
Requested by SHANNA
Approved by CRYSTAL
Orgn. Food Service/Warehouse

Notes
Copy Center Paper
Requisition #:49711
Approved by: CRYSTAL,LYNNE,BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
274- 92-920-3200-610	1/2 Semi load paper	1.000		13000.0000	13000.00
Total					13000.00



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.