

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 11/30/16



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: 11/15/16

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#19939 AI's Diesel | \$ 6,087.24 | Transportation-Bus Repairs |
| PO#20076 SBE | \$ 7,183.47 | Food Service-Copier Rentals |

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

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 #: 19939
Page: 1
Date Issued 11/10/16

| | |
|---------------------|---------------|
| To: | |
| Vendor | 5204 |
| PHONE | (406)873-5601 |
| FAX | () - |
| AL'S DIESEL, INC. | |
| P. O. BOX 250 | |
| 25770 US HWY 2 EAST | |
| CUT BANK, MT. 59427 | |

| |
|--------------------------------|
| 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

Hartley's is paying the remainder/ warranty
Requisition #:22690
Approved by: WAYNE, STACY, BOARD

| Item # | Description | Quantity | UOM | Unit Cost | Total Cost |
|----------------------|------------------------|----------|-----|-----------|----------------|
| 11120 | Bus repairs-Coach 2005 | 1.000 | | 6087.2400 | 6087.24 |
| 111- 96-167-2700-730 | 3652.34 | | | | |
| 211- 96-167-2700-730 | 2434.90 | | | | |
| Total | | | | | 6087.24 |



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 #: 20076
Page: 1
Date Issued 11/15/16

| | |
|-----------------------------|---------------|
| 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 STANDARD
Requested by KRIS
Approved by LYNNE
Orgn. Food Service/Warehouse

Notes

INVOICE IN26713
Requisition #:22695
Approved by: LYNNE, STACY, BOARD

| Item # | Description | Quantity | UOM | Unit Cost | Total Cost |
|-----------------|-------------|----------|-----|-----------|----------------|
| 274- | COPY | 1.000 | | 7183.4700 | 7183.47 |
| 92-930-3200-452 | | | | | |
| Total | | | | | 7183.47 |



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