

Browning Public Schools
Board Agenda Request
 Meeting to Be Held: 10/25/17



- 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

Date: 10/18/17

To: **Corrina Guardipee-Hall**
 Superintendent

From: Stacy Edwards
 Title: Director of Finance

Subject: Purchases Over \$5,000.00

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#24965 Pitney Bowes	\$ 5,327.15	Food Service/Warehouse-Postage
PO#24973 Nat'l Business Furniture	\$ 5,905.50	Business Office-Office Furniture
PO#24966 Apple Computer	\$12,595.00	Technology
PO#25005 Als Diesel	\$ 7,638.52	Transportation
PO#25006 Breen Oil	\$19,952.33	Transportation-Fuel
PO#25007 Gilham Construction	\$11,000.00	Activities-Football Bleachers
PO#25073 TEST	\$6,930.00	Technology-Smartbook License Renewal
PO#25080Hartleys School buses	\$7,899.45	Transportation

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 #: 24965
 Page: 1
 Date Issued 10/17/17

To:	
Vend. Acct.:	162727
Vendor	2253
PHONE	() -
FAX	() -
PITNEY BOWES	
2225 AMERICAN DRIVE	
NEENAH, WI 54956-1005	

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

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

Notes
 Postage
 Requisition #:28015
 Approved by: LYNNE, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
0350386	Postage	1.000		5327.1500	5327.15
112-	92-910-3100-610				
Total					5327.15



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.

BROWNING PUBLIC SCHOOLS

PO # 24973

PO Box 610
Browning, MT 59417-0610

PO #: 24973
Page: 1
Date Issued 10/18/17

To:	
Vendor	891
PHONE	(800)558-1010
FAX	(800)329-9349
NATIONAL BUSINESS FURNITURE	
P.O. BOX 514052	
735 N. WATER STREET STE 440	
MILWAUKEE, WI 53202	

Ship To:
BROWNING ADMINISTRATION BUILDI
129 1ST AVENUE SE
BROWNING, MT. 59417
406-338-2715

Ship Via STANDARD
Requested by JESSICA
Approved by CORRINA
Orgn. District Wide

Notes

Requisition #:28218
Approved by: CORRINA, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
15312	computer L-shaped desk	1.000		690.2400	690.24
126-	97-160-2500-660 517.68				
226-	97-160-2500-660 172.56				
15313	four door hutch for embas	1.000		258.2400	258.24
126-	97-160-2500-660 193.68				
226-	97-160-2500-660 64.56				
30394	two drawer lateral file	1.000		258.2400	258.24
126-	97-160-2500-660 193.68				
226-	97-160-2500-660 64.56				
30434	two drawer lateral file	1.000		286.0800	286.08
126-	97-160-2500-660 214.56				
226-	97-160-2500-660 71.52				
13488	u-shaped desk w/ hutch	1.000		1103.0400	1103.04
126-	97-160-2500-660 827.28				
226-	97-160-2500-660 275.76				
14770	complete executive office	1.000		2005.4400	2005.44
126-	97-160-2500-660 1504.08				
226-	97-160-2500-660 501.36				
	Shipping	1.000		1304.2200	1304.22
126-	97-160-2500-660 978.16				
226-	97-160-2500-660 326.06				
Total					5905.50

INSTRUCTIONS TO SUPPLIER

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Bill To:

BROWNING PUBLIC SCHOOLS

PURCHASE ORDER

PO Box 610
Browning, MT 59417-0610

PO #: 24966

Page: 1
Date Issued 10/17/17

To:	
Vendor	1302
PHONE	(800)800-2775
FAX	(800)590-0325
APPLE COMPUTER-MS/198-ED	
ATTN: EDUCATIONAL SUPPORT	
P.O. BOX 281877	
ATLANTA, GA. 30384-1877	

Ship To:
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

Requisition #:28198
Approved by: EVERETT, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
	32gb Apple TV	50.000		149.0000	7450.00
126- 78-162-2220-660				5587.50	
226- 78-162-2220-660				1862.50	
	Macbook Air 5pak	1.000		5145.0000	5145.00
126- 78-162-2220-660				3858.75	
226- 78-162-2220-660				1286.25	



Total 12595.00

INSTRUCTIONS TO SUPPLIER

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Bill To:
BROWNING PUBLIC SCHOOLS

PURCHASE ORDER

PO Box 610
 Browning, MT 59417-0610

PO #: 25005
 Page: 1
 Date Issued 10/23/17

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
 Requisition #:28185
 Approved by: WAYNE, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
11558	Repair turbocharger-516	1.000		2070.0000	2070.00
126-	96-167-2710-440 1552.50				
226-	96-167-2710-440 517.50				
11558	Other	1.000		5311.8400	5311.84
126-	96-167-2710-440 3983.88				
226-	96-167-2710-440 1327.96				
11558	Inbound Freight	1.000		35.2200	35.22
126-	96-167-2710-440 26.41				
226-	96-167-2710-440 8.81				
11558	Shop supplies	1.000		221.4600	221.46
126-	96-167-2710-440 166.09				
226-	96-167-2710-440 55.37				
Total					7638.52

INSTRUCTIONS TO SUPPLIER

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Bill To:
BROWNING PUBLIC SCHOOLS

PURCHASE ORDER

PO Box 610
 Browning, MT 59417-0610

PO #: 25006
 Page: 1
 Date Issued 10/23/17

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 #:28228
 Approved by: WAYNE,STACY,BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
3125	Regular Unleaded	1.000		12552.5100	12552.51
110-	96-167-2710-624 7531.51				
210-	96-167-2710-624 5021.00				
3125	ULS Dyed#2 Diesel	1.000		8320.0000	8320.00
110-	96-167-2710-624 4992.00				
210-	96-167-2710-624 3328.00				
3125	Less Fed Tax N/L	-1.000		920.1800	-920.18
110-	96-167-2710-624 -552.11				
210-	96-167-2710-624 -368.07				
Total					19952.33

INSTRUCTIONS TO SUPPLIER

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Bill To:
BROWNING PUBLIC SCHOOLS

PURCHASE ORDER

PO Box 610
 Browning, MT 59417-0610

PO #: 25007
 Page: 1
 Date Issued 10/23/17

To:	
Vendor	3120
PHONE	(406)450-8461
FAX	() -
GILHAM CONSTRUCTION	
P.O. BOX 477	
BROWNING, MT. 59417	

Ship To:
BROWNING HIGH SCHOOL
105 HIGHWAY 89
BROWNING, MT. 59417
406-338-2745

Ship Via STANDARD
 Requested by TONY WAGNE
Approved by TONYW
 Orgn. Activities for approval

Notes
 New bleachers at Football Field
 Requisition #:28250
 Approved by: TONYW, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
226- 60-720-3500-330	Bleachers	1.000		11000.0000	11000.00



Total	11000.00
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BROWNING PUBLIC SCHOOLS

PURCHASE ORDER

PO Box 610
 Browning, MT 59417-0610

PO #: 25073
 Page: 1
 Date Issued 10/25/17

To:	
Vendor	5091
PHONE	(406) 541-6950
FAX	(406) 541-6949
T.E.S.T.	
PO BOX 2900	
MISSOULA, MT. 59806	

Ship To:
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
 Requisition #:28282
 Approved by: EVERETT, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
	Smart Notebook lic renewa	1.000		6930.0000	6930.00
126- 78-162-2220-681	5197.50				
226- 78-162-2220-681	1732.50				
Total					6930.00



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Bill To:

BROWNING PUBLIC SCHOOLS

PO Box 610
Browning, MT 59417-0610

PURCHASE ORDER

PO #: 25080

Page: 1
Date Issued 10/25/17

To:	
Vendor	553
PHONE	(800)472-2988
FAX	(701)776-6564
HARTLEY'S SCHOOL BUSES	
2830 HIGHWAY 2 WEST	
RUGBY, ND 58368	

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 #:28274
Approved by: WAYNE, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
35317	Crossing control kit, vis	15.000		373.0000	5595.00
110-	96-167-2710-615 3357.00				
210-	96-167-2710-615 2238.00				
35317	Crossing control kit, AA	3.000		440.6000	1321.80
110-	96-167-2710-615 793.08				
210-	96-167-2710-615 528.72				
35317	Shipping truck freight	1.000		982.6500	982.65
110-	96-167-2710-615 589.59				
210-	96-167-2710-615 393.06				



Total 7899.45

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