

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



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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:**        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#2332 Indiana Ticket Co.	\$ 8,063.58	Student Activities
PO#20237 Food Svc Of America	\$ 5,051.38	Food Service

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

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

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

Ordered by:  
BROWNING PUBLIC SCHOOLS

PO Box 610  
Browning, MT 59417

# PURCHASE ORDER

PO #: 2332

Date 12/06/16

Requested By:

To:
Vendor 1929
MASTERCARD CORPORATE CLIENTS
PAYMENT CENTER
PO BOX 71878
CHICAGO, IL 60694-1878
Fax #

ickets for games - Indiana Ticket Company

TEM/ACCT	DESCRIPTION/OBJECT	QUANTITY	UNIT COST	TOTAL COST
oll tickets	Custom billboard roll tickets	2.000	4031.7900	8,063.58
	208 ATHLETIC EVENTS BROWNING HS			

Total	8063.58
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APPROVED: \_\_\_\_\_  
Tony Wagner, Student Activities Director

APPROVED: \_\_\_\_\_  
Sponsor / Principal

APPROVED: \_\_\_\_\_  
Student

DM 10:

**BROWNING PUBLIC SCHOOLS**

PO Box 610  
Browning, MT 59417-0610

To:	
Vendor	1701
PHONE	(406) 238-7800
FAX	(406) 245-3942
FOOD SERVICE OF AMERICA	
PO BOX 20997	
BILLINGS, MT 59104	
WAREHOUSE	

**Notes**

invoice 5220831  
Requisition #:22918  
Approved by: LYNNE, STACY, BOARD

**PURCHASE ORDER**

**PO #:** 20337

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Date Issued 12/07/16


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

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
	food	1.000		5051.3800	5051.38
112- 92-910-3100-630					
					
Total					5051.38

**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.