

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/29/16



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: 6/21/16

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#17738 Fairfield Inn \$5568.64 Curriculum

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 #: 17738
Page: 1
Date Issued 06/16/16

To:	
Vendor	3425
PHONE	(406) 449-9944
FAX	(406) 449-9949
FAIRFIELD INN	
2150 11TH AV	
HELENA, MT 59601	

Ship To:
Browning Public Schools
ATTN: Curriculum Dept-Jeri Mat
129 1st Ave SE Browning MT 594
406-338-2715

Ship Via STANDARD
Requested by MATT/BAKER
Approved by JOHN
Orgn. District Wide

Notes

MPDG for the staff at KW/Vina to attend summer institute in Helena on July 11
-14

Requisition #:20251

Approved by: JOHN, STACY, BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
ROOM RATES	for 14 staff attending	14.000	EA	397.7600	5568.64
126-	90-100-2213-582 4176.48				
226-	90-100-2213-582 1392.16				
Total					5568.64

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.