Browning Public Schools
Board Agenda Request
Meeting to Be Held: 4/14/20

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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: 4/5/20

To: **Corrina Guardipee-Hall** **From:** Stacy Edwards
Superintendent 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#36997 $12,700.00   Paper/Copy Center

Comments: _____

_____

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

Bill To:

BROWNING PUBLIC SCHOOLS

PO Box 610
Browning, MT 59417-0610

PURCHASE ORDER

PO #:	**36997**
Page:	1
Date Issued	03/03/20

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+-------------------------------------------+
|  To:                                      |
|                                           |
| Vendor        777                         |
| PHONE        (406)453-3221                 |
| FAX          (406)454-3339                 |
|                                           |
| WARDEN PAPER                              |
| BOX 1162                                  |
| GREAT FALLS, MT.  59403                    |
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+-------------------------------------------+
|  Ship To:                                 |
|                                           |
| BROWNING FOOD SERVICE/WAREHOUS            |
| 102 EAST BOUNDARY STREET                   |
| BROWNING, MT. 59417                        |
| 406-338-7952                              |
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Ship Via
Requested by   JERI BOGGS
Approved by   **LYNNE**
Orgn.   Food Service/Warehouse

Notes
400 CASES PAPER FOR COPY CENTER
Requisition #:41537
Approved by: LYNNE,STACY,BOARD

Item #	Description	Quantity	UOM	Unit Cost	Total Cost
	CASES WHITE PAPER	400.000		31.7500	12700.00
274- 92-920-3200-610					
				Total	**12700.00**

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.