

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 9/28/17



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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:**        9/18/17

**To:**            **Corrina Guardipee-Hall**  
                    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#24436 Browning Lumber     | \$ 7,387.42 | Maintenance-Supplies                         |
| PO#24590 Superior Bus. Equip | \$21,243.38 | Food Service-Copier Contract                 |
| PO#24591 MSU                 | \$25,000.00 | Buffalo Hide-Suicide Prevention Presentation |

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

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

**Bill To:****BROWNING PUBLIC SCHOOLS**PO Box 610  
Browning, MT 59417-0610

| To:                        |                |
|----------------------------|----------------|
| Vendor                     | 176            |
| PHONE                      | (406) 338-2811 |
| FAX                        | (406) 338-2858 |
| BROWNING LUMBER & HARDWARE |                |
| P.O. BOX 970               |                |
| BROWNING, MT 59417         |                |

**Notes**

Parts/Supplies for Annex Construction

Requisition #:27634

Approved by: GLENN, STACY, BOARD

**PURCHASE ORDER****PO #:** 24436

Page: 1

Date Issued 09/13/17

| Ship To:  |
|---|
| BROWNING SCHOOLS MAINTENANCE<br>105 EAST BOUNDARY STREET<br>BROWNING, MT. 59417<br>406-338-2490 |

Ship Via STANDARD  
Requested by MICHELLE  
Approved by GLENN  
Orgn. Maintenance

| Item #       | Description               | Quantity | UOM | Unit Cost | Total Cost     |
|--------------|---------------------------|----------|-----|-----------|----------------|
|              | Parts and Supplies for An | 1.000    |     | 7387.4200 | 7387.42        |
| 160-         | 90-168-4500-330           |          |     |           |                |
| <b>Total</b> |                           |          |     |           | <b>7387.42</b> |

**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**PO Box 610  
Browning, MT 59417-0610

|                             |                |
|-----------------------------|----------------|
| <b>To:</b>                  |                |
| Vendor                      | 1519           |
| PHONE                       | (800) 491-7462 |
| FAX                         | (406) 453-0063 |
| SUPERIOR BUSINESS EQUIPMENT |                |
| PO BOX 1252                 |                |
| 1001 CENTRAL AVE            |                |
| GREAT FALLS, MT 59403-1252  |                |

**Notes**

CONTRACT

Requisition #:27681

Approved by: LYNNE, STACY, BOARD

**PURCHASE ORDER****PO #:** 24590

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Date Issued 09/20/17

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

Ship Via

Requested by TERESA

Approved by LYNNE

Orgn. Food Service/Warehouse

| Item # | Description     | Quantity | UOM | Unit Cost  | Total Cost |
|--------|-----------------|----------|-----|------------|------------|
| 299487 | CONTRACT        | 1.000    |     | 21241.3800 | 21241.38   |
| 274-   | 92-930-3200-610 |          |     |            |            |



|              |                 |
|--------------|-----------------|
| <b>Total</b> | <b>21241.38</b> |
|--------------|-----------------|

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**Bill To:****BROWNING PUBLIC SCHOOLS**PO Box 610  
Browning, MT 59417-0610

|  |                |
|--|----------------|
| <b>To:</b>   |                |
| Vendor   | 8174           |
| PHONE  | (406) 418-1228 |
| FAX  | ( ) -          |
| MONTANA STATE UNIVERSITY: OFFICE OF<br>MONTANA STATE UNIVERSITY: OFFI<br>PO BOX 172470 ATTN: JULIE GEY<br>BOZEMAN, MT 59717-2470 |                |

**PURCHASE ORDER****PO #:** 24591Page: 1  
Date Issued 09/20/17

|   |
|---|
| <b>Ship To:</b>   |
| BROWNING HIGH SCHOOL<br>105 HIGHWAY 89<br>BROWNING, MT. 59417<br>406-338-2745 |

Ship Via STANDARD  
Requested by KIMBERLY T  
Approved by MATTHEW  
Orgn. Buffalo Hide Academy**Notes**

Youth Aware Mental Health (YAM) suicide prevetion delivery to the 9th grade high school students.

ATTN: Julie Geyer 418-1228

Requisition #:27738

Approved by: MATTHEW, STACY, BOARD

| Item #                    | Description | Quantity | UOM | Unit Cost  | Total Cost |
|---------------------------|-------------|----------|-----|------------|------------|
| IMPLEMENTATION            | YAM suicide | 1.000    | EA  | 25000.0000 | 25000.00   |
| 115- 90-465-2213-330- 204 |             |          |     |            |            |
| Total                     |             |          |     |            | 25000.00   |

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