**Board Memo**

**DATE:** 10/14/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Burlington Elementary School

**Product Vendor or Grant Issuer**

Say Cheese Photo Booth

**Product or Grant Name**

Photo Booth for Fall Event

**Date/Term (Beginning and End Dates/Year)**

10/29/2021

**APPLICABLE BOARD POLICY:**

09.3

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Photo Booth for Fall Event on 10/29/2021

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$393.75

**Funding Source**

PTA

 **\*If more than one funding source, list below along with amount or percent for each source**

Click or tap here to enter text.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

Click or tap here to enter text.

**RECOMMENDATION:**

I recommend the Board approve the contract with Burlington Elementary PTA and Say Cheese Photo Booth for Fall Event on 10/29/2021, as presented.

**CONTACT PERSON: (submitter)**

Kim Best, Assistant Superintendent of Operations