

PURCHASING POLICY AND PROCEDURES OVERVIEW

Purpose

These policies and procedures are to establish uniform purchasing practices throughout the school district. The scope of these policies and procedures shall include all funds controlled by the Board of Education and shall be followed by all school district employees. The adoption of these policies and procedures replace and supersede the adoption of all other policies previously adopted by the Board of Education.

Statement of Position

In recognizing the Board of Education's inherent right to approve all policies and procedures relating to the expenditures of the school district, the Board is adopting an alternative method of "administering adequate business procedures and controls of governing the ordering and delivering of merchandise" as allowed by section 5-135 of House Bill No. 1935.

Compliance with Oklahoma State School Law

These regulations are intended to be in compliance with Oklahoma school laws and shall be amended from time to time to implement any changes and/or reinterpretation of school law and regulations.

Definitions:

- Contract: A contract is defined as a regularly approved purchase order, an approved claim, an approved activity fund purchase order, or a written contract.
- Expenditure: An expenditure is defined as a single disbursement of funds to a single contract or vendor.
- Construction: Construction is defined as repair, remodeling, improvement of a school building or erection of a building by contract or vendor with a purchase of materials for these purposes.
- Price quotations: Price quotations are obtained in a verbal or written procedure without going through a formal bidding process.
- Board approval: Board approval is defined as a contract of purchase, or bid, or quotation that is placed on the agenda of the Board of Education and the Board approves that transaction by a majority vote.
- Sealed bid: A formal bid letting that conforms to the requirements of the Competitive Public Bidding Act of 1974 (61 O.S.A. 101st sequence).
- Deadline: The monthly cut-off for receiving purchase orders is the 15th of each month or if the 15th falls on the weekend, the next working day following the 15th of the month.

Bidding Policy

The following procedures are to be followed in the school district's budget operation as approved by the Board of Education. All expenditures will be processed by the administrative staff and will be included in the fiscal year budget as approved by the Board of Education. The Board initiates the bidding process by approving an authorization to take bids.

Bid Procedures

The following information serves as a guideline for the administrative processing of the district's expenditures. Funds from such expenditures shall have been previously approved by the Board of Education in the district's fiscal year budget and will be identified in line item expenditure accounts in either the general fund or the building fund of the Board approved budget.

- a. Bids shall be awarded to lowest responsible bidder.
- b. The state contract price shall be used in any district purchase, unless a lower price can be determined available through the normal bidding process; and the purchase awarded to the lowest responsible vendor either local or from out-of-town.
- c. The lowest and best purchase price will be determined and awarded whenever possible, regardless of the amount. Three quotations by phone, catalog, or verbal will be solicited from vendors for any prospective purchase which exceeds \$750.00. The form shown as attachment "A" will be utilized to record quotations and a copy will be attached to the requisition to purchase.
- d. Quotations will be secured only in emergency cases when the expediency of time will not allow the regular bid process.
- e. The state required "non-kickback affidavit" will be secured on any purchase in the amount of \$1,000 or greater.
- f. The state required "non-collusion affidavit" must be secured on any sealed competitive bid or contract awarded by the district.
- g. A complete file of bidding documents will be maintained in the district's business office as a matter of public record and will be available during the regular work hours and when such review will not impose an undo burden on the business office operations.

Sealed Bids

Sealed bids shall be required on any single expenditure for goods, equipment or supplies that totals \$2,500.00 or greater; however bids may be solicited regardless of cost estimates. (Bids are not required when dealing with a sole supplier of goods, equipment and materials. A record is maintained on audit copy of the purchase order.) The tabulation of such bids shall be maintained as provided by state law as a matter of public record for not less than five years from date of bid opening.

Written Contracts (Exhibit A-1 to A-6)

Written construction contracts shall be executed and signed by both the contractor and the Superintendent and School Board on all expenditures in excess of \$7,500. The record of such written contracts shall be maintained as provided by state laws as a matter of public record for not less than five years from date of contract.

The bid process shall be first authorized by the Board of Education. All bids of \$7,500.00 or greater, as defined in the State Public Competitive Bidding Act of 1974 as amended, shall be advertised as provided in the act. All bids shall be sealed and opened only at the time and place noted in the bid notice, and read aloud in the presence of Administrative Officer of the school District. Such bid openings shall be open to the public and to all bidders. Following the bid opening, all bids are reviewed by Staff and the Superintendent makes her recommendation to the Board of Education for bid award at the regularly scheduled Board of Education meeting.

All employees of the school district will complete an employment contract signed by both the employee and the Board of Education or their designee.

Lease Agreements

Lease agreements are approved by the Board of Education at their inception. These agreements are made part of the minutes. These lease agreements are reaffirmed each school year and made a part of the minutes. Payments are encumbered July 1 of each fiscal year for the total amount due for the year. The monthly payment will be submitted for Board approval on a monthly basis.

GENERAL FUND, BUILDING FUND, AND BUILDING BOND FUND PURCHASING CYCLE

Requisition (Exhibit B)

Requisition forms are available in all administrative offices across the school district. This form is completed by the individual making the request and submitted to their building administrator for his/her signature of approval.

- 1) A 5-part requisition form with detailed information is completed.
- 2) The requisition included the list quantity, catalog numbers, description and current prices.
- 3) The requisition is approved by the building administrator, noted by his signature.
- 4) The building administrator should retain copy 5 for his/her files.
- 5) Return the other four (4) copies to the finance office for approval and final ordering procedures.
- 6) Following approval by the Assistant Superintendent, acting as purchasing agent for the Board of Education for approval, the forms are then forwarded to the Superintendent. Upon her approval the requisition is forwarded to the Encumbrance Clerk.

Upon receipt of the requisition it is the responsibility of the Encumbrance Clerk to ascertain if the purchase is appropriate as it relates to classification, proper fiscal year and statutory authority. Upon this verification a code classification is assigned, according to budget, and the request is computerized on a five (5) part purchase order. Numerical number is assigned with numerical sequence being controlled and accounted for, the green copy, copy #2, of the requisition with assigned number is returned to the building site for filing and future reference. The white copy, copy #1, shall be attached to the purchase order, white copy #1 shall be maintained in a numerical file in the accounts payable office. Copy #3 of the requisition shall be sent to the warehouse along with one copy of the appropriate purchase order, (copy #2). The pink copy, copy #4, is maintained in a file in the Assistant Superintendent's office by month, department, and site.

Purchase Order (Exhibit C)

- 1) The original white copy #1, is used for the purchase order numerical file and is retained in the office of the accounts payable clerk for auditing purposes. It shall contain the vendor, code classification, description, the dollar amount, actual invoice, shipping and receiving information as appropriate, and original issue date. The original issue date shall coincide with the date noted on the specific school requisition accompanying the purchase order. One copy of the purchase order and accompanying requisition will be filed with the Assistant Superintendent on a monthly basis by site and department. Additionally, one copy of the purchase order and accompanying requisition will be filed with the warehouse receiving clerk.
- 2) The pink copy, copy #2, is an encumbrance copy and is mailed to the outside computer processing center where it is processed and the encumbering is completed. The pink copy, copy #2 is then returned to the finance office for filing.
- 3) The gold copy, copy #3, is the warrant authorization copy. After verification of goods received, or services rendered, and after encumbering, the gold copy, copy #3 is mailed to the outside computer processing center where a warrant is processed that will be used to pay the indebtedness covered by the purchase order. Upon return of the requested warrant, the gold copy, copy #3, is then filed, along with receiving reports, purchase requisitions, and other supporting documentation.
- 4) The fourth yellow copy, copy #4, is the vendor's copy and is mailed or given to the vendor for purchase authorization.
- 5) The fifth white copy, copy #5, is returned to the assistant superintendent with the correct dollar amount and filed by area, site, department, and month.

Receiving

Merchandise received on an open purchase order shall be checked by a warehouse employee. Once the order is checked, verified, and date received noted, an initialed copy of the requisition yellow, copy #3, is returned to the finance office. When this is received at the Assistant Superintendent's office, it is matched with supporting purchase order and then filed in a site based receiving report file. Upon receipt of invoice, the transaction is complete and ready for payment.

Warrant (Exhibit D)

On receipt of payment authorization, the outside data processing center prints a warrant and prepares the monthly summaries. Information from the gold copy, copy #5, of the purchase order is used to issue the warrant, and the warrant register is printed listing vendor, code classification, warrant amount, date, purchase order number and warrant number. There are three warrant registers kept in the finance offices. One is used for the school treasurer to cancel numbered warrants when paid and the others are for finance reports and references. Other summaries prepared are listed as follows:

Detail Financial Summary - A detailed printout of expenditures that are subdivided into code classifications.

Condensed Financial Summary - A summary printout of the overall financial position of the school system.

Warrants Register - A list of all warrants issued for the month which is presented to the Board of Education (Exhibit E).

All the above reports are kept in the finance offices for review and reference.

The warrants and encumbrances associated with said warrants are submitted to the Board of Education at the regular monthly meeting. At this time, the _board reviews, inquires, and makes the approval of the purchase. The minute clerk documents approval of warrant numbers and totals in the monthly Board minutes.

Warrants are presented to the school district's Treasurer for review, signature, and stamped signature for Board President and Clerk. Warrants are then turned back to the finance office for final processing and release to vendors.

The school Board signature stamp is maintained in the finance offices in a controlled locked file with access only to the School Treasurer, Encumbrance Clerk, Superintendent and Assistant Superintendent.

- 1) When all purchase orders are completed and processed, they remain on file in the accounts payable office. They are filed in numerical order with an appropriate requisition, signed invoices, signed packing slips, and warrant authorization attached. The entire packet approved by the Board of Education for payment shall be stamped and dated as to payment. The date shall reflect the day warrants were actually mailed to vendors.
- 2) All open purchase orders will be filed in the office of the Assistant Superintendent and the Accounts Payable office. The Accounts Payable office shall maintain a numerical file of open purchase orders while the Assistant Superintendent shall maintain open purchase orders by month, department, and site.

Treasurer's Clerk (Exhibit E)

Following the monthly Board of Education meeting all approved warrants are mailed to the authorized vendors. All warrants are processed for payment through Friendly National Bank (School District's Key Bank). The School District Treasurer goes to the bank daily. Total dollar amount of warrants are signed for as presented by the bank. The Treasurer sorts the warrants by fund and writes the necessary checks to the bank insuring the correctness of Warrant totals, balances, and fiscal year. These treasurer checks (Exhibit E) are then presented to the bank which disburse funds out of the school districts cash account. All warrants are paid, and all necessary entries are made in the Treasurer's general ledger. Warrants are then filed in numerical order by fund. At the end of each month, the total of outstanding warrants remaining in the warrant register are matched against a reconciliation of warrants outstanding per the treasurer's cash ledger, any discrepancies are investigated and resolved. Paid warrants are maintained by fiscal year permanent records.

Board Approval

- 1) The board is presented a report each month listing all warrants in excess of \$750 noting amount, purchasing order number, vendor, and description of services. (Exhibit F)
- 2) A warrant register is presented each month for board review, noting total expenditures and encumbrances for the month and year-to-date. (Exhibit G)
- 3) An income and expense summary is presented each month for Board review, noting total income, salary expense and operational expenses for the month and year-to-date. (Exhibit H)
- 4) A treasurer's report is presented each month for board approval, noting total cash, investments, warrants issued, paid and outstanding for each fund. Also included is each school district's bank listing of collateral pledged to the school. (Exhibit I)

Bond Fund

The Bond Fund is appropriated for the purpose for which it was voted and according to contractual obligations approved by the Board. School district Bond Funds are maintained by use of a manual accounting system which is administered through the finance office and the treasurer's office. (See Exhibit J, and K) All bond proceeds are invested in order to earn the maximum amount of interest during the life of the issue. Investments are varied in time to allow necessary payments. The Bond issue is controlled through the regular requisition and purchase order system. Payment is made according to contract and invoices submitted which are applied to the existing approved purchase order. All completed purchase orders and canceled invoices are maintained in a separate file for audit purposes. Following completion of the construction issue and audit, the files are maintained for future reference.

Federal Programs

Purchase requisitions are initiated in the same manner noted above. The white copy, copy #5, of the purchase order and copies of supporting documentation are sent to the Assistant Superintendent's office for appropriate filing by Federal Program accounts.

Budgeting Procedures

The Superintendent is required to prepare a detailed balanced budget showing projected revenues by source, estimate of fund balance carryover, and detail expenditures by classification code. This estimate will provide the basis of setting up the detail appropriation ledger. The Board of Education shall receive a monthly appropriations balance for the General and Building Funds.

Miscellaneous Procedures

- 1) The school district will not reimburse sales tax paid by an employee for meals or lodging, or school sales tax paid on school supplies purchased by an employee outside the normal purchase order system.
- 2) The school district will not pay from an invoice copy or summary vendor statement. Only original invoices will be accepted for processing.
- 3) Vendor invoices are mathematically checked and verified.
- 4) The board policy on purchases of \$1,000 or more requires a non-kickback affidavit from the vendor. Payment of these invoices is withheld until such affidavit is received (Exhibit L).

Steps in Purchasing Guidelines

Be accurate and detailed in regard to description of item, unit and total pricing, and assign the date. Fill in site and department information. If the requisition is for an activity fund purchase, state in the remark's area whether teacher will pick up merchandise or that warehouse will receive merchandise. In the case of General and Building Fund requisitions, all merchandise with the exception of transportation, maintenance, and child nutrition requisitions, will be delivered to the warehouse and then to the requesting school site. Additionally, each requisition will require the signature of the building principal, director of maintenance, supervisor of transportation, or the director of child nutrition, before numbers will be assigned by the assistant superintendent. If information on the requisitions is not filled out in accordance to directives, then deficient requisitions will be returned.

Activity Fund

- 1) Building Principals sign requisition, keep the last copy
- 2) Purchase orders will not be issued against any activity fund sub-account if unobligated cash funds are not sufficient within the sub-account to meet the proposed obligation to be incurred by the requisition.
- 3) Wait for 2 copies of requisition to be returned with number assigned and assistant superintendent/superintendent's signature affixed.
- 4) Return one copy of the signed requisition with signed invoice and 1 delivery receipt attached. [If activity fund merchandise is not to be picked up by a teacher (absolutely no student will be allowed to pick up merchandise) then the merchandise shall be ordered by the central office and directed to the warehouse]
- 5) In case of payments out of activity funds for services rendered, the principal will require the completion of officials report form. Noting the receipt of an Activity Fund check by that person rendering services.
- 6) Await payment.

General Building Fund

- 1) The building principal, director of maintenance, supervisor of transportation, or the director of child nutrition, will sign and keep the last copy of the requisition.
- 2) Wait for the return of 1 copy of requisition and purchase order forms. Both forms will be signed with purchase order number assigned. In the case of school site requisitions, the central office will order the merchandise from the vendor. The department of maintenance, transportation, and child nutrition may execute the order with permission of the assistant superintendent/superintendent.
- 3) All school site orders and maintenance department orders will be delivered to the warehouse. The department of transportation may receive deliveries at the bus maintenance facility.
- 4) Upon receipt of merchandise and/or services, the Director of the Warehouse, Director of Maintenance, Director of Transportation, and the Director of Child Nutrition will personally execute the receipt of delivery of merchandise and/or services.
- 5) If the purchase order and requisition direct the acquisition of services at a building site, the respective building principal will sign the receipt of delivery of merchandise and/or services.
- 6) Once merchandise and/or services are delivered or rendered, then the building principal, or warehouse personnel, director of maintenance, supervisor of transportation, or the director of child nutrition shall attach the delivery receipt along with parking slips and signed invoices to a copy of the requisition and purchase order. A copy of this information shall be returned in its entirety to the office of the assistant superintendent.
- 7) The appropriate funds will be remitted to the vendor.

PURCHASING AND RECEIVING AGENTSPurchasing Agents

The Western Heights Board of Education hereby directs that the Superintendent and the Assistant Superintendent are designated as purchasing agents for the Western Heights School District.

Receiving Agents

The Superintendent, Assistant Superintendent, Director of Maintenance, Director of Personnel, Director of Transportation, transportation mechanics, Director of Child Nutrition, cafeteria managers, cafeteria assistant managers, principals, assistant principals, minute clerk, Athletic Director, Band Director, Warehouse Director, and Choir Director shall be authorized by the Western Heights Board of Education to represent the Western Heights School in matters of cost negotiations and designated as official receiving agents for the Western Heights School District.

ADDENDUM:

In addition to the above stated receiving agents are: The Secretary of Special Services, Accounts Payable Clerk, Warehouse Secretary and Warehouseman.

Adopted: 01-11-93

Revised: 02-01-93

ADDENDUM - PURCHASING POLICY AND PROCEDURES OVERVIEW

All purchase orders which exceed \$1,500.00 that are not necessary to protect the immediate health and welfare of Western Heights students and/or staff, or if the failure to issue such purchase order(s) may cause an immediate financial liability on the district, will be subject to prior approval by the Board of Education before the purchase order is issued to the Prospective Vendor. Purchase orders which are exempt from these requirements will include those expenses related to repairs of existing buildings, equipment, fuel expenses, and unforeseen expenses associated with student transportation to academic and athletic events. Expenses exceeding \$1,500 to a limit of \$7,500 will be made only if there is no reasonable time in which to call an emergency meeting. Any purchase order which exceeds \$1,500.00 and is issued by purchasing agents prior to Board of Education approval will have a letter of explanation attached. The letter of explanation will delineate the extenuating circumstances which are responsible for the issuance of the purchase order. Effective 3-4-93.

Addendums: Contracted Services Agreement
 Agreement for Individuals
 Business Relationship Affidavit

Effective 7-1-93, the Board of Education requires that all financial agreements of more than \$1,000.00 with incorporated vendors shall be formalized with an executed Contracted Services Agreement between a purchasing agent of Western Heights Public School and an authorized representative of the vendor.

Effective 7-1-93, the Board of Education requires that all financial agreements of more than \$600.00 between persons and the Western Heights School District be formalized with an executed "Agreement" between a purchasing agent of Western Heights Public School and the person(s).

Effective 7-1-93, the Board of Education requires that all purchase orders of more than \$1,000.00 with incorporated vendors and person(s) have attached to said purchase order an executed Business Relationship Affidavit.

Amended: 03-03-93

Amended: 04-05-93

AGREEMENT FOR INDIVIDUALS

This AGREEMENT, made and entered into this _____ day of _____, 20____, by and between Western Heights Independent School District No. I-41 of Oklahoma County, party of the first part, (hereinafter referred to as ("WESTERN HEIGHTS")), and _____, party of the second part, (hereinafter referred to as "VENDOR").

WITNESSETH

WHEREAS, WESTERN HEIGHTS has caused to be prepared in accordance with the law, certain plans and specifications, purchase orders, or other authorization for the purchase of goods, equipment, materials, and supplies, or for the completion of work or services or the acquisition of said equipment, materials or supplies as hereinafter described:

WHEREAS, the VENDOR has agreed to sell and provide to sell and provide the hereinabove described equipment, materials, or supplies, and/or complete the hereinabove described work or services according to the applicable plans and specifications, bidding documents and/or purchase orders; and

NOW THEREFORE, in consideration of the mutual agreements and covenants herein contained, the parties to this AGREEMENT have agreed and hereby agree as follows:

1. The VENDOR shall, in good and first class manner, furnish all labor, materials, personnel services, tools, and equipment required to perform and complete the hereinabove described work or acquire the hereinabove described supplies, materials, and/or equipment in strict accordance with this contract and the following documents; which are specifically incorporated herein and made a part of this AGREEMENT hereof:

2. The total amount of this AGREEMENT is \$_____, inclusive of all charges, expenses, interest, principal or any other amounts associated with the AGREEMENT.

3. Payment by WESTERN HEIGHTS shall be made in full within 60 days of final acceptance of the goods, materials, equipment, supplies, and/or work or services.

4. The VENDOR shall upon the request of WESTERN HEIGHTS furnish proof that all claims and obligations incurred by the VENDOR in connection with the performance of said work or acquisition of supplies or services have been fully paid and settled by the VENDOR. If it is determined by WESTERN HEIGHTS that unsettled claims are outstanding against the VENDOR, in connection with the performance of said work, or acquisition of supplies or services, payment will be withheld by WESTERN HEIGHTS until such time as acceptable documentation of full settlement is made.

In witness whereof, the parties hereto have caused this instrument to be executed the day and year first above written.

WESTERN HEIGHTS:

ATTEST:

Clerk of the Board

Superintendent or Purchasing Agent

VENDOR:

ATTEST:

By:

CONTRACTED SERVICES AGREEMENT

AGREEMENT made between _____ of _____, (hereinafter referred to as the "CONTRACTOR") and the Western Heights Independent School District No. I-41 of Oklahoma County, whose principal place of business is located at 8401 SW 44th Street, City of Oklahoma City, County of Oklahoma, State of Oklahoma, (hereinafter referred to as "WESTERN HEIGHTS").

WHEREAS, WESTERN HEIGHTS is an Independent School District who, from time to time, requires the services of independent contractors to assist it in the provision of educational services to its faculty, staff, and students; and

WHEREAS, the CONTRACTOR is in the business of providing contracted services to school districts such as WESTERN HEIGHTS and has a great deal of experience in the provision of said services; and

WHEREAS, the CONTRACTOR is willing to provide said services to WESTERN HEIGHTS, and WESTERN HEIGHTS is willing to contract with CONTRACTOR to receive said services according to the terms, covenants, and conditions hereinafter set forth;

For the reasons set forth above, and in consideration of the mutual promises and agreements hereinafter set forth, WESTERN HEIGHTS and the CONTRACTOR agree as follows:

SECTION I

WESTERN HEIGHTS hereby engages and hires the CONTRACTOR to perform the following services _____

(hereinafter referred to as "contracted services") and the CONTRACTOR hereby accepts and agrees to such engagement subject to the general supervision and pursuant to the orders, advice, and direction of WESTERN HEIGHTS.

SECTION II

The CONTRACTOR agrees to provide the contracted services specified hereinabove on the following dates and at the following times _____

or at such dates and times as reasonably required and as set forth by WESTERN HEIGHTS.

SECTION III

WESTERN HEIGHTS shall pay to CONTRACTOR, and CONTRACTOR shall accept from WESTERN HEIGHTS, in full and complete payment for CONTRACTOR'S services rendered hereunder, the following compensation: _____

The compensation as set forth herein is inclusive of all expenses of the CONTRACTOR including but not limited to, long distance telephone calls, shipping charges, travel expenses, reproduction costs, presentation costs, etc. and the compensation set forth herein shall upon payment by Western Heights be considered full payment for all contracted services. The CONTRACTOR shall not be entitled to any additional compensation by reason of any certain service which he may perform in addition to the contracted services.

SECTION IV

WESTERN HEIGHTS and CONTRACTOR agree that the CONTRACTOR shall be considered at all times and for all purposes an independent contractor as defined by Oklahoma Statutes and case law. It is understood that the CONTRACTOR shall receive no benefits incident to this agreement and that CONTRACTOR is solely responsible for the payment of all employment taxes, unemployment insurance premiums, workers compensation premiums, withholding taxes, and any and all other taxes or benefits normally associated with, or provided to, an employee. The CONTRACTOR hereby agrees to provide all required insurance, to pay all employment related taxes on its employees and to hold WESTERN HEIGHTS harmless for all such benefits, insurance, and taxes which the CONTRACTOR fails to pay.

SECTION V

The CONTRACTOR agrees that all information supplied to it, and all work processed by the CONTRACTOR, will be held to be confidential and private and will not be disclosed to anyone other than WESTERN HEIGHTS without the express written permission of WESTERN HEIGHTS.

SECTION VI

This agreement contains the complete agreement concerning the contracted services arrangement between the parties and shall, as of the effective date hereof, supersede all other agreements between the parties. WESTERN HEIGHTS and the CONTRACTOR stipulate that neither of them has made any representations with respect to the subject matter of this agreement or any representations including the execution and delivery hereof except such representations as are specifically set forth herein, and each of the parties herein acknowledges that he or it has relied on its own judgment in entering into this agreement. No waiver or modification of this agreement, or of any covenant, condition, or limitation herein contained, shall be valid unless in writing and duly executed by the party to be charged therewith.

SECTION VII

This agreement may be terminated by either party on thirty (30) days written notice to the other party. In the event of any violation by the CONTRACTOR of any terms of this agreement, WESTERN HEIGHTS may terminate this agreement without notice and with pay only to the date of such termination.

IN WITNESS WHEREOF, the parties have executed this agreement at Oklahoma City, Oklahoma, on the _____ day of _____, 20____.

WESTERN HEIGHTS:

By: _____
Position: _____

CONTRACTOR:

By: _____

ACKNOWLEDGEMENTS ATTACHED

STATE OF OKLAHOMA)
)
COUNTY OF OKLAHOMA)

Before me, the undersigned, a Notary Public in and for said County and State on this ____ day of _____, 20____, personally appeared _____ as _____ of Western Heights Independent School District No. I-41 of Oklahoma County, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

Notary Public

My Commission Expires:

(SEAL)

STATE OF OKLAHOMA)
)
COUNTY OF OKLAHOMA)

Before me, the undersigned, a Notary Public in and for said County and State on this ____ day of _____, _____, personally appeared _____ as _____ of _____, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

Notary Public

My Commission Expires:

(SEAL)

BUSINESS RELATIONSHIP AFFIDAVIT

STATE OF OKLAHOMA)
) AFFIDAVIT
COUNTY OF _____)

_____ of lawful age being first duly sworn,
on oath says that he/she is the agent authorized to represent _____
_____. Affiant further states that the nature and details of any
partnership, joint venture, or other business relationship presently in effect, or which existed within
one (1) year prior to the date of this statement, with any employee of the Western Heights School
District or member of the Western Heights Board of Education, and any officer, director,
employee, or agent of the Affiant, or principal or employer of the Affiant, is as follows:

Business relationship is defined as any relationship in which one or more of the parties
received remuneration of any kind, or the promise of remuneration, as a result of services
rendered, goods sold, or the transfer of valuable items of any nature or kind.

Affiant further states that the names of all persons having any such business relationships
and the positions they hold with Western Heights Schools, Board of Education, or their respective
companies or firms, are as follows: _____

If none of the business relationships hereinabove exist Affiant should so state.

Signed

Subscribed and sworn to before me this _____ day of _____, 20__

Notary Public

My Commission Expires:

(SEAL)