PROPOSAL FOR BOARD ACTION

Proposal Title: Strong and Hanni Law Firm Invoice

Submitted by: Shannon Greer

Sponsoring Committee:

Please briefly describe: (1) the situation giving rise to the proposal, (2) the background behind the proposal, (3) your assessment of the situation/background, and (4) your recommendation to the Board.

Situation: GWA needs to pay the invoice for the work Kristin VanOrman provided.

Background: The board engaged with a third party review team, this is the invoice for the work provided.

Assessment:

Recommendation: It is my recommendation that we pay the invoice in full for the work already completed.

GEORGE WASHINGTON ACADEMY

Submitted By: Shannon Greer

Date: Sept 24 2025 Vendor: ______

Website/Contact Info: ______

BILL/SHIP TO: George Washington Academy
2277 S. 3000 E.
St. George, UT 84790

This is a/an (Circle One):

Purchase Order/Invoice P.O. # 2025-1111

School Credit Card Purchase

School Credit Card (Admin)

Authorization for Travel
Dates of Travel: ______

Reimbursement Request
(Fill Out Below & Attach all Receipts)

Teacher Supply Account Purchase? Y N

QTY	ITEM #	DESCRIPTION (include dates as applicable)	UNIT PRICE	LINE TOTAL
		Strong & Hanni Law Firm		

Procurement:
If the item is over $100 and/service is over $1,000, you are required to request 3 bids.

Please attach all bids to this requisition and a brief explanation of why you chose the vendor.

Subtotal	
Shipping	
Sales Tax	
TOTAL	7,879.20

Budget Category: (Administration Only)

300 Professional & Technical Budget Detail: ______

400 Purchased Property Services Budget Detail: ______

500 Other Purchased Services Budget Detail: ______

600 Supplies & Materials Budget Detail: ______

700 Property Budget Detail: ______

Principal Discretionary Land Trust
Curriculum CCA
Student Incentives
Special Education

Other: ______

Notes: ______

Executive Director's Approval *Date*
(For purchases up to $2,000)

Approving Board Member *Date*
(For purchases between $2,001 - $5,000)

Board Chair or *Date*
Board Member on Finance Committee
For purchases over $5,000
**Purchases over $5,000 MUST be approved in a board meeting*

GWA Procedure for Processing and Approving Purchase Requisitions

1. All employees must complete a Purchase Requisition for approval prior to purchasing items. Teachers may purchase items for their classroom out of their teacher accounts and then complete the form for reimbursement, but must follow guidelines for Teacher Supply Accounts (classroom supplies and materials only). Requests for ALL REIMBURSEMENTS must be approved by the Executive Director.

2. After completing all necessary information, place the completed requisition form in the Purchasing Secretary's box. If an error occurs when filling out the document, it must be corrected with a single line through the error and initialed. No white-out may be used.

3. The Purchasing Secretary will then complete the following steps:

    a. Verify that the Purchase Requisition is filled out completely, including Name, Date, Quantity, Description, Item #, Cost, and Company Information

    b. Verify that the funds are available in the budget for the purchase or reimbursement.

    c. Enter request into the Purchase Order Log.

    d. Forwards the requisition to the individual(s) authorized to approve purchase requests.

4. When a Purchase Requisition is presented for approval, the individual(s) authorized to do so must:

    a. Verify the Purchase Requisition is filled out completely, including Name, Date, Quantity, Description, Item #, Cost, and Company Information

    b. Verify, when questions exist, that the purchase meets the needs of the school.

    c. Verify that the funds are available in the budget for the purchase.

    d. Places the approved requisition in the Purchasing Secretary's box

5. The Purchasing Secretary will then complete the following steps:

    a. Verify that all appropriate signatures are on the Purchase Request. If a Travel/Meeting Request Estimate is included, Purchasing Secretary will book arrangements

    b. Place the order with the vendor

    c. Emails the Requestor that the item has been ordered and an estimated delivery date

*****IMPORTANT*:**

Items that have been delivered MUST be received by the Purchasing Secretary BEFORE you pick them up. This is a very important part of our purchasing system. If it is an absolute emergency, the Executive Director or Administrative Services Director are the only ones who can approve you taking these items before due process has taken place with the Purchasing Secretary.

STRONG & HANNI
LAW FIRM

102 South 200 East, Suite 800
Salt Lake City, Utah 84111
801.532.7080
strongandhanni.com
Tax ID 87-0404056

September 25, 2025

George Washington Academy
Shannon Greer

Invoice No.	403610
Client No.	019938
Matter No.	00900
Responsible Atty:	KAV

INVOICE SUMMARY

For Professional Services Rendered for the period ending: September 19, 2025.

RE: George Washington Academy

Professional Services	$ 7,455.00
Expenses	$ 424.20
TOTAL THIS INVOICE	**$ 7,879.20**

STRONG & HANNI
LAW FIRM

102 South 200 East, Suite 800
Salt Lake City, Utah 84111
801.532.7080
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Tax ID 87-0404056

September 25, 2025

George Washington Academy
Shannon Greer

RE: George Washington Academy

Dear Shannon,

Enclosed please find our invoice for professional services rendered for the above referenced matter through September 19, 2025.

Should you have any questions concerning the attached invoice, please do not hesitate to contact us. Your prompt payment would be greatly appreciated.

Sincerely,

Kristin A VanOrman

STRONG & HANNI
LAW FIRM
102 South 200 East, Suite 800
Salt Lake City, Utah 84111
801.532.7080
strongandhanni.com
Tax ID 87-0404056

September 25, 2025

George Washington Academy
Shannon Greer

Invoice No.	403610
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Responsible Atty:	KAV

REMITTANCE

RE: George Washington Academy

BALANCE DUE THIS INVOICE **$ 7,879.20**

All checks should be made payable to:
(Please return this advice with payment.)

Strong & Hanni
ATTN: Accounting
102 South 200 East, Suite 800
Salt Lake City, UT 84111

For payment by wire or ACH in USD:

Zions Bank
800 West Main St., Suite 100
Boise, ID 83702
Acct No: 983268483
ABA Routing No: 124000054
Int'l SWIFT Code: ZFNBUS55

To pay your bill online please visit: **http://strongandhanni.com/**

A 3% charge will be added to credit card payments.
No additional fee will be added to electronic check (ACH) payments.

Please reference: Invoice 403610

INVOICES ARE PAYABLE UPON RECEIPT

Thank you! Your business is greatly appreciated.