

Memo

To: Pat Ditri – Business Office

From: Phyllis Lang- Athletics

Date: 9/22/2014

Re: Please add to the agenda for the next Board Office Meeting

Please add to your agenda for the next Board Meeting!

Expenditures in excess over \$1000.00

- 1) Estimation for possibility of a State football game.
- 2) Estimation for County wrestling gate admission .
- 3) Estimation for State NJSIAA wrestling gate admission.

See attached.

Phyllis

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL Union High School DATE: 9/22/2014

DEPARTMENT Football Account: 2190

VENDOR NJSIAA Amount: \$2000.00 estimation

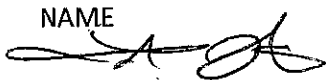
PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]:

This is just in the case of a state football playoff game which could be held here at Union High School. We would need to write a check for gate admission into the stadium.

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Linda Ionta-Dir of Athletics, Health, Nurses & Phys. Ed. Date: 9/22/2014

NAME



SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

James J. Damato, Board Secretary

Date

Manuel E. Vieira, Business Administrator

Date

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL Union High School DATE: 9/22/2014

DEPARTMENT Wrestling Athletics

VENDOR NJSIAA Amount : \$12,000.00 estimation

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]:

This is an estimation of for the reimbursement to the state for the state wrestling tournament which is held at Union High School , each year. We will send a check for cash taken in at the door for the 3 day event held in February .

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Linda Ionta-Dir of Athletics, Health, Nurses & Phys. Ed. Date: 9/22/2014
NAME

SIGNATURE

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I approve the purchase of goods/services per the attached.

James J. Damato, Board Secretary

Date

Manuel E. Vieira, Business Administrator

Date

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL Union High School DATE: 9/22/2014

DEPARTMENT Wrestling Athletics Account # 3280

VENDOR UCIAC Amount : \$4000.00 estimation

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]:

This is an estimation of for the reimbursement to the county wrestling tournament which is held at Union High School , each year. We will send a check for cash taken in at the door .

This is an annual event held here at Union High School.

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Linda Ionta-Dir of Athletics, Health, Nurses & Phys. Ed. Date: 9/22/2014
NAME

SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

James J. Damato, Board Secretary

Date

Manuel E. Vieira, Business Administrator

Date

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000,00.

School: Kawameeh Middle School Date: July 1, 2014

Department: Student Council

Vendor: Forest Lodge Catering Amount: \$1,600.00

PURPOSE OF EXPENDITURE (Attach appropriate invoice(s):

First Deposit for 2015 Eighth Grade Trip to secure date of June 17, 2015.

In accordance with the Student Organization Fund - Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00

Jason Malanda – Principal

Name



Signature

Per the Student Organization Fund - Policy and Procedural Manual, student bodies, only with written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1000.00.

I approve the purchase of goods/services per the attached.

James J. Damato, Board Secretary

Date

Manny Vieira, Business Administrator

Date

Forest Lodge, LLC

11 Reinman Road
Warren, NJ 07059
908-754-7300

Invoice

Date	Invoice #
6/24/2014	D2366

Bill To
Kawameeh Middle School Jason Malanda 490 David Terrace Union, NJ 07083

P.O. No.	Terms	Rep	Account #
		LAT	

Quan...	Description	Unit Price	Amount
1	Picnic Deposit Picnic Deposit Due: November 15, 2014	1,600.00	1,600.00

Subtotal	\$1,600.00
Sales Tax (7.0%)	\$0.00
Total	\$1,600.00
Payments/Credits	\$0.00
Balance Due	\$1,600.00

BANQUETS
PICNICS
SEMINARS
WEDDINGS



11 REINMAN ROAD
WARREN, NEW JERSEY 07059
Tel: (908) 754-7300 Fax: (908) 754-3806
www.forestlodg catering.com

Kawameeh Middle School
490 David Terrace
Union, NJ 07083

June 24, 2014

PLEASE READ CAREFULLY

Attn: Jason Malanda

This contract will confirm arrangements for your group outing to be held Rain or Shine on

Wednesday, June 17, 2015

To a **GUARANTEED MINIMUM** number of **200** persons (Adults and **200** Children).

We will provide the **School Menu Plan**. The following extras will be provided:

All extras may be ordered up until 10 days prior to your outing (based on availability).

PICNIC HOURS 11-4pm

One advisor per 10 students will be admitted at no charge.

The price will be \$ **41.95** per Adult and **41.95** per Child. The aforementioned price is subject to a tax of **\$Exempt** per Adult and **\$exempt** per Child. (Children in catered plans are 4-11 years, exclusively).

Should you expect your group to exceed **275** persons, we are to be notified in writing of the additional number at least 10 days before your outing. The **NEW** figure will then become your final **GUARANTEE** and the **MINIMUM** number of persons for which you will be charged. **IT IS REQUIRED THAT FULL PAYMENT BE MADE THE DAY OF YOUR OUTING.**

Please complete and return the enclosed "GENERAL INFORMATION" form.

In order to firmly reserve the above-mentioned date, your initial deposit of ***\$1,600.00** and/or a copy of this contract signed by a duly authorized representative must be submitted on, or before, **November 15, 2014** and a second deposit of ***\$1,600.00** must be submitted on, or before, **January 12, 2015**. Failure to comply will constitute immediate cancellation without further notice to you. **DEPOSITS ARE NOT REFUNDABLE**. This contract is binding when signed and the aforesaid date has been reserved for you. (If paying by Credit Card, please add a 2.5% processing fee)

In the event you breach this agreement by cancellation or otherwise for any reason, FOREST LODGE will be entitled to retain the deposit plus reimbursement for all losses and damages sustained from said breach which may exceed the deposit amount.

In order to gain admission to Forest Lodge all guests must have a ticket. The ticket must designate whether it is for an Adult or Child (4-11 years of age only). Tickets are supplied and distributed by you to each eligible guest prior to entrance to Forest Lodge.

PLEASE NOTE: DUE TO LOCAL NOISE ORDINANCES AND INSURANCE SPECIFICATIONS, FOREST LODGE WILL NOT PERMIT ANY DISC JOCKEYS OR OTHER OUTSIDE CONTRACTORS, UNLESS PROVIDED OR PRE-APPROVED IN WRITING BY FOREST LODGE. NO PORTABLE STEREOS ARE PERMITTED. ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED FROM FOREST LODGE. LIQUOR IS NOT PERMITTED TO BE BROUGHT INTO THE FACILITY. NO MINORS WILL BE SERVED. BUSES MUST PARK IN DESIGNATED AREAS.

ALL RECREATIONAL GAMES MUST BE PLAYED ON DESIGNATED FIELDS.

NO COOLERS OR LARGE PLASTIC WATER BOTTLES WILL BE PERMITTED. NO ANIMALS ARE ALLOWED ON THE PROPERTY. NO ROLLER BLADING OR SKATEBOARDING ON PREMISES.

You may be assured that we will do everything in our power to provide a most enjoyable outing for your group. As your host, we welcome you and thank you for your patronage. As concerned citizens, we encourage you to enjoy alcoholic beverages in moderation and to drive responsibly.

Accepted By: _____

AUTHORIZED REPRESENTATIVE

Title: _____

PRINCIPAL

Date: _____

8/11/14

Accepted By: _____

FOR FOREST LODGE CATERING

Title: _____

Date: _____

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00.

School: Kawameeh Middle School

Date: September 22, 2014

Department: Library Activities

Vendor: Scholastic Book Fairs

Amount: \$3,243.75

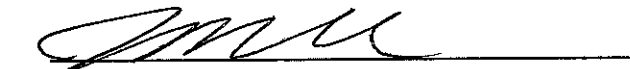
PURPOSE OF EXPENDITURE (Attach appropriate invoice(s):

Balance Due for Kawameeh Book Fair

In accordance with the Student Organization Fund - Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00 .

Jason Malanda – Principal

Name


Signature

Per the Student Organization Fund - Policy and Procedural Manual, student bodies, only with written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1000.00.

I approve the purchase of goods/services per the attached.

James J. Damato, Board Secretary

Date

Manny Vieira, Business Administrator

Date



School Name: KAWAMEEH MIDDLE SCHOOL Address Line 1: 490 DAVID TERRACE Address Line 2: City, State, Zip: UNION, NJ, 07083 Chairperson's Name: MARY LEWIS Chairperson's Phone: 9088516582 Chairperson's Email: mlewis@twpunionschools.org	Date: 09/19/2014 Fair ID: 3320801 Account #: 319412 Region ID: 14 Rep Code:
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BOOK FAIR INVOICE INSTRUCTIONS

Review all information to ensure all sales have been recorded accurately.

SEND A COPY OF YOUR BOOK FAIR INVOICE with payment to:

**Scholastic Book Fairs - 14 (*Please note new payment address)
 PO BOX 3745
 Jefferson City, MO 65102**

If you had TAX-EXEMPT SALES, include copies of your TAX-EXEMPT CERTIFICATE OR RESALE CERTIFICATE to ensure that your Book Fair is finalized correctly, if you have not already sent it in.

IMPORTANT REMINDERS!

Second Book Fair Bonus and Third Fair BOGO Bonus

Did you know you can earn 10% in Scholastic Dollars when you complete a second non-BOGO Fair in the same school year? Contact your Book Fair Consultant today for more details! You can also earn a 10% Third Fair Bonus that will be applied to BOGO Fairs if you have held 2 for-profit fairs in the same school year.



BOOK FAIR INVOICE				
School Name: KAWAMEEH MIDDLE SCHOOL Address Line 1: 490 DAVID TERRACE Address Line 2: City, State, Zip: UNION, NJ, 07083 Chairperson's Name: MARY LEWIS Chairperson's Phone: 9088516582 Chairperson's Email: mlewis@twpunionschools.org	Date: 09/19/2014 Invoice #: W3320801BF Fair ID: 3320801 Account #: 319412 Region ID: 14 Rep Code:			
BOOK FAIR SALES – INCLUDING SALES TAX				
Cash & Checks	Credit Cards	POs		
\$3743.75	\$0.00	\$0.00	+	\$3743.75
SALES TAX COLLECTED				
Tax-Exempt Transactions			-	\$3743.75
Total Amount Collected (excluding Tax-Exempt Transactions)			=	\$0.00
Tax Rate (your tax rate is 7.0)			+	1.07
Taxable Transactions (excluding Sales Tax)			=	\$0.00
Sales Tax Amount				\$0.00
BOOK FAIR SALES				
Taxable Transactions (excluding Sales Tax)				\$0.00
Tax-Exempt Transactions			+	\$3743.75
Total Fair Sales (excluding Sales Tax)			=	3743.75
PROFIT OPTIONS				
Your Fair Sales of \$3743.75 entitles you to receive (50%) in Scholastic Dollars or (25%) in Cash.				
Scholastic Dollars Value				\$871.88
Cash Profit Value				\$500.00
AMOUNT DUE TO SCHOLASTIC				
Total Fair Sales (excluding Sales Tax)				\$3743.75
Subtract Cash Profit			-	\$500.00
Sub-Total			=	\$3243.75
Subtract Credit Cards	\$0.00	+ POs	-	\$0.00
Sub-Total			=	\$3243.75
Add Sales Tax			+	\$0.00
Sub-Total			=	\$3243.75
CHECK AMOUNT TO REMIT TO SCHOLASTIC BOOK FAIRS				\$3243.75
Print Name: _____				
Signature: _____				
Phone Number: _____				



BOOK FAIR CUSTOMER REWARDS

School Name: KAWAMEEH MIDDLE SCHOOL	Date: 09/19/2014
Address Line 1: 490 DAVID TERRACE	Fair ID: 3320801
Address Line 2:	Account #: 319412
City, State, Zip: UNION, NJ, 07083	Region ID: 14
Chairperson's Name: MARY LEWIS	Rep Code:
Chairperson's Phone: 9088516582	
Chairperson's Email: mlewis@twpunionschools.org	

CONGRATULATIONS!

Your hard work and commitment to improving literacy has paid off!

Additional Benefits from Your Fair:

Sales Growth Bonus:	\$187.19
Grand Total:	\$187.19

Student Organization Fund for Expenditure in Excess of \$1,000.00

SCHOOL UHS

DATE 9/30/14

ACCOUNT NAME Key Club

ACCT.# 2046

VENDOR Top of Union Board of Education

AMOUNT \$ 1,080.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

payment of in-house transportation for Key Club trip
to Six Flags Great Adventure

In accordance with the Student Organization Funds – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00

Laurie DelGuercio
NAME

Jennie DelGuercio
SIGNATURE

BOARD APPROVAL DATE: 10/21/14

Per the Student Organization Funds – Policy and Procedure Manual, student bodies, only with written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00

I approve the purchase of goods/services per the attached.

JAMES J. DAMATO, BOARD SECRETARY

DATE

Manuel E. Vieira, Business Administrator

DATE

COMPLETE SECTION I ONLY

Date 9/24/14

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to

pay \$ 1,080 to the order of Union Board of Education

and charge the account of Union High School Key Club Acc't. No. 46

Purpose: Transportation (in house) to and from Six Flags

for Fall Rally.

Key Club

Club or Activity

Stephanie Loucky

Faculty Adviser - Signature

II. Account Balance \$1916.21 Verified by [Signature]

Date 9/20/14 Comment _____

III. Approved [Signature] Date _____
Principal - Signature

IV. Date Paid _____ Check No. _____ Account No. _____

Processed by _____

**TOWNSHIP OF UNION BOARD OF EDUCATION
FIELD TRIP APPROVAL REQUEST
APPLICATION DATE: 06/27/14**

Pursuant to N.J.A.C. 6A:23A-5.8 Field Trips must be preapproved by the Board and not solely for entertainment purposes. ALL REQUESTS MUST BE RECEIVED IN THE TRANSPORTATION OFFICE NO LATER THAN THE FIRST OF THE MONTH IN ORDER TO BE INCLUDED IN THE AGENDA FOR THE NEXT BOARD MEETING.

Failure to complete this form in its entirety will result in denial.

SCHOOL Union High School GRADE Key Club 9-12
 TEACHER(S) Stefanie Courtney & Diana Prieto
 DATE OF TRIP October 12, 2014
 DESTINATION Six Flags Great Adventure
 ADDRESS / CITY 1 Six Flags Blvd. Jackson, NJ 08527
 (Please attach directions)

PURPOSE OF TRIP Key Club fall Rally - to learn about upcoming service projects and key club initiatives for 2014-2015 service year
 (Must be of educational value to the children)

Pick-up Time (No earlier than 9:10 AM) Sunday 7:30am Specific Location Rock at H.S.

Return Time (Must be back at school by 1:40 PM) Sunday 7:30pm Specific Location Rock at H.S.

Total Number of Passengers 45 max (Bus Capacity is 54, Van Capacity is 16)

DISTRICT BUDGET ACCOUNT NUMBER/FUNDING SOURCE: Student Act # 2046
11-000-270-512-01-10-7538

TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR

I am requesting in house transportation

1. In house Bus cost	=	\$1080 (12 hrs)
2. Entrance Fee	=	\$1600 (40/student)
3. Total Trip Cost: Add 1 & 2	=	\$2680
4. District Cost	=	0
5. Student Cost	=	\$50/student
6. Any other cost incurred	=	0

Line 3 should equal the total of lines 4+5+6
 Amount that students fundraised =

I am requesting outside vendor for transportation

1. Outside Contractor cost	=	_____
2. Entrance Fee	=	_____
3. Total Trip Cost: Add 1 & 2	=	_____
4. District Cost	=	_____
5. Student Cost	=	_____
6. Any other Cost incurred	=	_____

Line 3 should equal the total of lines 4+5+6

Supervisor's Approval [Signature] Date 6/27/14
 Principal's Approval [Signature] Date 6/27/14

** Please compute in-house transport costs as follows: \$55.00 per hour weekdays, \$90.00 per hour after 4:00 pm and on weekends X the number of vehicles needed. Minimum 2 hours. Additional half hour will be added on for travel time to and from the school.

	Approved	Disapproved	Reason	Date
BOE	✓			JUL 14 2014
Sch Business Admin	MSV			
Transportation	✓ DCW			7-10-14

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL : Union High School-Girls Soccer

10/1/2014

DEPARTMENT: Athletics

Vendor: Effingers

VENDOR AMOUNT : \$2000.00

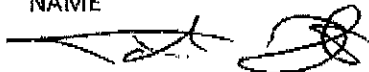
PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Effingers clothing

This will be for Girls soccer sweat suits that will be ordered by the team. They will pay for their own clothing, but ordering the sweat suits as a group

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Linda Ionta- Director of Athletics, Phys Ed, Health & Nurses

NAME



SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

James J. Damato, Board Secretary

Date

Manuel E. Vieira, Business Administrator

Date

Student Organization Fund for Expenditure in Excess of \$1,000.00

SCHOOL UHS

DATE 10/6/14

ACCOUNT NAME Key Club

ACCT.# 2046

VENDOR Twp Union Board of Education

AMOUNT \$1,080.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

in-house transportation to 2014 Fall Rally
see attached

In accordance with the Student Organization Funds – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00

Laurie DelGuercio

NAME

Laurie DelGuercio

SIGNATURE

BOARD APPROVAL DATE: 10/21/14

Per the Student Organization Funds – Policy and Procedure Manual, student bodies, only with written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00

I approve the purchase of goods/services per the attached.

JAMES J. DAMATO, BOARD SECRETARY

DATE

Manuel E. Vieira, Business Administrator

DATE

COMPLETE SECTION I ONLY

Date 10/2

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to pay \$ 1,080 to the order of Twp of Union Board of Ed and charge the account of Key Club of Union High School Acc't. No. 46
Purpose: Bus/transportation to Fall Rally, Field Trip
(In-house)

Key Club
Club or Activity

Stephanie Landry
Faculty Adviser - Signature

II. Account Balance \$5619.21 Verified by (initials)
Date 10/6/14 Comment _____

III. Approved For Board Approval Date _____
Principal - Signature

IV. Date Paid _____ Check No. _____ Account No. _____

Processed by _____

SUPERINTENDENT'S APPROVAL

**TOWNSHIP OF UNION BOARD OF EDUCATION
FIELD TRIP APPROVAL REQUEST
APPLICATION DATE: 06/27/14**

Pursuant to N.J.A.C. 6A:23A-5.8 Field Trips must be preapproved by the Board and not solely for entertainment purposes. ALL REQUESTS MUST BE RECEIVED IN THE TRANSPORTATION OFFICE NO LATER THAN THE FIRST OF THE MONTH IN ORDER TO BE INCLUDED IN THE AGENDA FOR THE NEXT BOARD MEETING.

Failure to complete this form in its entirety will result in denial.

SCHOOL Union High School GRADE Key Club 9-12
 TEACHER(S) Stefanie Courtney & Diana Prieto
 DATE OF TRIP October 12, 2014
 DESTINATION Six Flags Great Adventure.
 ADDRESS / CITY 1 Six Flags Blvd. Jackson, NJ 08527
 (Please attach directions)

PURPOSE OF TRIP Key Club fall Rally - to learn about upcoming service projects and key club initiatives for 2014-2015 service year.
 (Must be of educational value to the children)

Pick-up Time (No earlier than 9:10 AM) Sunday 7:30am Specific Location Rock at H.S.

Return Time (Must be back at school by 1:40 PM) Sunday 7:30pm Specific Location Rock at H.S.

Total Number of Passengers 45 max (Bus Capacity is 54, Van Capacity is 16)

DISTRICT BUDGET ACCOUNT NUMBER/FUNDING SOURCE: Student Act # 2046
11-000-270-512-01-10-7538
TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR

I am requesting in house transportation

1. In house Bus cost	=	\$1080 (12 hrs)
2. Entrance Fee	=	\$1600 (440/student)
3. Total Trip Cost: Add 1 & 2	=	\$2680
4. District Cost	=	0
5. Student Cost	=	\$50/student
6. Any other cost incurred	=	0

Line 3 should equal the total of lines 4+5+6
 Amount that students fundraised =

I am requesting outside vendor for transportation

1. Outside Contractor cost	=	_____
2. Entrance Fee	=	_____
3. Total Trip Cost: Add 1 & 2	=	_____
4. District Cost	=	_____
5. Student Cost	=	_____
6. Any other Cost incurred	=	_____

Line 3 should equal the total of lines 4+5+6

Supervisor's Approval [Signature] Date 6/27/14
 Principal's Approval [Signature] Date 6/27/14

** Please compute in-house transport costs as follows: \$55.00 per hour weekdays, \$90.00 per hour after 4:00 pm and on weekends X the number of vehicles needed. Minimum 2 hours. Additional half hour will be added on for travel time to and from the school.

	Approved	Disapproved	Reason	Date
BOE	✓			JUL 14 2014
ch Business Admin	M2V			
Transportation	Dew			7-10-14

Student Organization Fund for Expenditure in Excess of \$1,000.00

SCHOOL UHS

DATE 10/6/14

ACCOUNT NAME Cosmetology

ACCT.# 2061

VENDOR Burmax

AMOUNT 4091.94

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S)):

yearly purchase of cosmetology kits
all attached

In accordance with the Student Organization Funds – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00

Laurie DelGuercio

NAME

Damie DeLuca

SIGNATURE

BOARD APPROVAL DATE: 10/21/14

Per the Student Organization Funds – Policy and Procedure Manual, student bodies, only with written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00

I approve the purchase of goods/services per the attached.

JAMES J. DAMATO, BOARD SECRETARY

DATE

Manuel E. Vieira, Business Administrator

DATE

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to

pay \$ 4,091.94 to the order of Burmax

and charge the account of COS Acc't. No. 61

Purpose: Cosmetology kits

Club or Activity _____ Faculty Adviser - Signature Jan Salvatore

II. Account Balance \$ 5921.19 Verified by [Signature]

Date 10/6/14 Comment _____

III. Approved [Signature] Date _____
Principal - Signature

IV. Date Paid _____ Check No. _____ Account No. _____

Processed by _____

SUPERINTENDENT'S APPROVAL _____

BURMAX

BURMAX COMPANY, INC • 28 BARRETT'S AVENUE • HOLTSVILLE, NY 11742-2127
 MANUFACTURERS • IMPORTERS • DISTRIBUTORS
 631-447-8700 • 800-645-5118 • FAX: 631-289-7590

INVOICE

PAGE 1

SOLD TO:
 UNION HIGH SCHOOL
 ATTN: JEAN SALVATORE
 NORTH 3RD STREET
 UNION, NJ 07083

SHIP TO:
 UNION HIGH SCHOOL
 ATTN: JEAN SALVATORE
 NORTH 3RD STREET
 UNION, NJ 07083

Terms	Shipped Via	No. Of Cartons	Salesman	CUST. NO.	Pack Slip No.	Invoice Date	
NET 30	UPS GROUND	1	SALVATORE, J	750	17725	09/10/14	644138-00
Qty. Ordered	Unit	Qty Shipped	Qty B/O	Item No.	Description	Unit Price	Amount
11	EACH	11	0	17725-1	DO NOT SHIP PRIOR TO 9/10/14 UNION HIGH SCHOOL UNION NEW JERSEY ONE KIT PER CARTON	227.33	2500.63

LAST PAGE



VISA



TOTAL INVOICE TOTAL 2500.63

RETURNS NOT ACCEPTED WITHOUT RETURN AUTHORIZATION - NO DISCOUNT ALLOWED ON SHIPPING CHARGES

BURMAX

BURMAX COMPANY, INC • 28 BARRETT'S AVENUE • HOLTSVILLE, NY 11742-2127
 MANUFACTURERS • IMPORTERS • DISTRIBUTORS
 631-447-8700 • 800-645-5118 • FAX: 631-289-7590

INVOICE

PAGE 1

SOLD TO:
 UNION HIGH SCHOOL
 ATTN: JEAN SALVATORE
 NORTH 3RD STREET
 UNION, NJ 07083

SHIP TO:
 UNION HIGH SCHOOL
 ATTN: JEAN SALVATORE
 NORTH 3RD STREET
 UNION, NJ 07083

Terms	Shipped Via	No. Of Cartons		Salesman	CUST. NO.	Pack Slip No.	Invoice Date	
NET 30	UPS GROUND	7	SALVATORE, JEAN	750	17725		09/10/14	656203-00
Qty. Ordered	Unit	Qty Shipped	Qty B/O	Item No.	Description	Unit Price	Amount	
7	EACH	7	0	17725-1	UNION HIGH SCHOOL UNION NEW JERSEY ONE KIT PER CARTON	227.33	1591.31	

LAST PAGE



VISA



TOTAL INVOICE TOTAL 1591.31

1591.31

RETURNS NOT ACCEPTED WITHOUT RETURN AUTHORIZATION - NO DISCOUNT ALLOWED ON SHIPPING CHARGES