

COMPLETE SECTION I ONLY

Date 8/6/12

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to  
 pay \$ 2450.00 to the order of School Specialty  
 and charge the account of Student Planner Fundraiser Acc't. No. 2003  
 Purpose: Payment towards student planner fundraises  
for school year 2012/2013. (Total bill \$4375.00)  
Student Planner Fundraiser Club or Activity X Thea Lee Faculty Adviser - Signature

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II. Account Balance \$2450.00 Verified by (Signature)  
 Date 8/6/12 Comment \_\_\_\_\_

III. Approved X Thea Lee Date \_\_\_\_\_  
 Principal - Signature

IV. Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Account No. \_\_\_\_\_

Processed by \_\_\_\_\_

SUPERINTENDENT'S APPROVAL \_\_\_\_\_

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

SCHOOL UHS  
ACCOUNT NAME Student Planner Fundraiser  
VENDOR School Specialty

DATE 8/6/12  
ACCT.# 2003  
AMOUNT \$2450.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

partial payment toward Student Planner bill total \$4375.00  
please 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 DeGuercio  
NAME

Laurie DeGuercio  
SIGNATURE

BOARD APPROVAL DATE: 8/21/12

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

KAREN M. DUNN/BUSINESS ADMINISTRATOR

DATE

**PLEASE NOTE:**

**For this Purchase Order Waiver to be considered valid, all fields must be completed.**

We understand that your district requires a purchase order before your planners can be delivered. For this reason, we cannot send your order to be printed until we receive a copy of the purchase order. If a purchase order is not required because you have alternative funding, such as PTA/PTSO, student government, etc., please let us know immediately by filling in the information below.

In order to preserve your requested delivery date of September 7, a P.O. or valid P.O. Waiver must be received by August 6.

**ALTERNATIVE FUNDING SOURCE AGREEMENT**

School: Union High School Zip Code: 07083 Cust. #: 425738

We do not require a purchase order to be submitted before you manufacture and ship our Premier™ planners for the 2012/2013 school year.

**1. Please check one of the boxes below:**

- This Purchase Order Waiver may be applied toward any 2012/2013 order for this school.  
 This Purchase Order Waiver may only be applied toward the order with which it is submitted.

Order total is (Required) \$ 4,375.00

**2. Indicate your alternative funding source:**

- PTA / PTSO     ASB     Credit Card / P Card  
 School Check     Activity Funds     Other: donations/fundraiser

NOTE: If Other is selected, a source must be provided.  
\*P.O.\* is not a valid other source.

Billing address:  School

Other: Union High School  
2350 North Third Street, Union, NJ 07083

Attention: Ms. Fatima DeCorte

**3. Provide your authorization:**

Authorized Signature: [Signature] **Union High School Main Office**  
2350 North Third Street **08/01/2012**  
Union, New Jersey 07083-5085

Name (please print): EDUARDO GIBSONS Principal

Fax a purchase order or this signed form to: 1-800-866-8776. Thank you!

**Johnson, Gwendolyn**

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**From:** Struiksma, Josh [Josh.Struiksma@schoolspecialty.com]  
**Sent:** Wednesday, August 01, 2012 10:13 AM  
**To:** Johnson, Gwendolyn  
**Subject:** Purchase Order Waiver for C#425738

Ms. Decorte,

I spoke with your sales consultant John Ferguson and he told me that sponsors will be paying for this year's agenda order. If that is correct than I will need you to fill out a Purchase Order Waiver (attached to this email) and then either email it back to me or fax it (1-800-866-8776). We will need this PO Waiver in our hands by August 6 to preserve a September 7 delivery date. If you have any questions please do not hesitate to email me or call our customer service.

Sincerely,

**Josh Struiksma**

Material Reminder  
Customer Service

**School Specialty**

400 Sequoia Dr. Suite 200,  
Bellingham, WA 98226

Phone: 1-800-447-2034

Fax: 800-886-8776

[josh.struiksma@schoolspecialty.com](mailto:josh.struiksma@schoolspecialty.com)

[www.schoolspecialty.com](http://www.schoolspecialty.com)

COMPLETE SECTION I ONLY

Date 8/16/12

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to  
 pay \$ 1925.00 to the order of School Specialty  
 and charge the account of Pepsi Cola Vending Machine Acc't. No. 2059  
 Purpose: payment toward student planner fundraisers  
for school year 2012/2013  
Pepsi Cola Vending Machine X S. Deed I. Dele  
 Club or Activity Faculty Adviser - Signature

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II. Account Balance \$ 6,289.55 Verified by (Signature)  
 Date 8/16/12 Comment \_\_\_\_\_

III. Approved X S. Deed I. Dele Date \_\_\_\_\_  
 Principal - Signature

IV. Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Account No. \_\_\_\_\_

Processed by \_\_\_\_\_

SUPERINTENDENT'S APPROVAL \_\_\_\_\_

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

SCHOOL UTTS  
ACCOUNT NAME Pepsi Cola Vending Machine  
VENDOR School Specialty

DATE 8/6/12  
ACCT.# 2059  
AMOUNT \$1925.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

money toward balance of bill for Student planners. Fundraiser  
planned for September 2012. \$1925.00 to be returned to Pepsi Account.  
Any additional profits to be deposited in student planner account.  
- please 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 DeGuercio  
NAME  
[Signature]  
SIGNATURE

BOARD APPROVAL DATE: 8/21/12

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JAMES J. DAMATO, BOARD SECRETARY

DATE

KAREN M. DUNN/BUSINESS ADMINISTRATOR

DATE

**Johnson, Gwendolyn**

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Sincerely,

**Josh Struiksma**  
Material Reminder  
Customer Service

**School Specialty**  
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Bellingham, WA 98226  
Phone: 1-800-447-2034  
Fax: 800-886-8776  
[josh.struiksma@schoolspecialty.com](mailto:josh.struiksma@schoolspecialty.com)  
[www.schoolspecialty.com](http://www.schoolspecialty.com)

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Other: Union High School  
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Attention: Ms. Fatima DeCorte

**3. Provide your authorization:**

Authorized Signature: [Signature] Union High School Main Office  
2350 North Third Street  
Union, New Jersey Date: 08/01/2012

Name (please print): EDUARDO GIBSONS Principal

Fax a purchase order or this signed form to: 1-800-886-8776: Thank you!