

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

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

SCHOOL: UHS

Date: 2/1/16

ACCT. NAME: Chorus/Band Fundraiser

Account: 2045

VENDOR: Worldstrides Heritage Festival

Amount: \$ 22,000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s):

Williamsburg, VA competition - 1st payment

please see attached

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

Laurie DelGuercio

Name

Laurie DelGuercio

SIGNATURE

BOARD APPROVAL DATE: 2/16/16

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.

Manuel E. Vieira, Business Administrator

Date

COMPLETE SECTION I ONLY

DATE January 29, 2016

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

Pay \$ 22,000 to the order of Worldstides Heritage Festivals

and charge the account of chorus/ band Acct. No 45

Purpose: Virginia competition trip - Williamsburg

Spring trip
Club or Activity

[Signature]
Faculty Adviser - Signature

II. Account Balance \$2,283.31 Verified by [Signature]

Date 2/1/16 Comment check will not be cut until all money is deposited

III. Approved [Signature]
Principal - Signature

Date 2/2/16

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____



WorldStrides®



January 1, 2016

Please include the Trip ID# on your payment

Union HS Band

Laura Muller – Program Leader
2350 North Third Street
Union, NJ 07083

INVOICE FOR WILLIAMSBURG TRIP APRIL 14-17, 2016

FIRST PAYMENT:	\$22000.00
Total Amount Due:	\$22000.00

Please make check payable to Heritage Festivals.

WorldStrides Heritage Performance Programs
PO Box 271549
Salt Lake City, UT 84127
(800) 223-4367

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

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

SCHOOL: UHS

Date: 2/1/16

ACCT. NAME: Chorus/Band Fundraiser

Account: 2045

VENDOR: Worldstrides Heritage Festivals

Amount: \$15,000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s):
Williamsburg Competition - 2nd payment

please see attached

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

Laurie DelGuerco

Name

Laurie DelGuerco

SIGNATURE

BOARD APPROVAL DATE: 2/16/16

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.

Manuel E. Vieira, Business Administrator

Date

COMPLETE SECTION I ONLY

DATE January 28, 2016

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

Pay \$ 15,000 to the order of Worldstrides Heritage Festivals

and charge the account of Chorus/band Acct. No. 45

Purpose: Williamsburg competition - 2nd pymt

spring trip
Club or Activity Faculty Adviser - Signature [Signature]

II. Account Balance \$2,283.31 Verified by [Signature]

Date 2/1/16 Comment check will not be cut until all money is deposited

III. Approved [Signature] Date 2/2/16
Principal - Signature

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____



WorldStrides®



January 20, 2016

Please include the Trip ID# on your payment

Union HS Band

Laura Muller – Program Leader
2350 North Third Street
Union, NJ 07083

INVOICE FOR WILLIAMSBURG TRIP APRIL 14-17, 2016

SECOND PAYMENT: \$15000.00

Total Amount Due: \$15000.00

Please make check payable to Heritage Festivals.

WorldStrides Heritage Performance Programs
PO Box 271549
Salt Lake City, UT 84127
(800) 223-4367

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

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

SCHOOL: UHS Date: 2/1/16
ACCT. NAME: Chorus/Band Fundraiser Account: 2045
VENDOR: Worldstrides Heritage Festivals Amount: \$10,944.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]:
Williamsburg, VA competition - final payment
please see attached

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

Laurie DelGuercio
Name
Laurie DelGuercio
SIGNATURE

BOARD APPROVAL DATE: 2/16/16

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.

Manuel E. Vieira, Business Administrator

Date

COMPLETE SECTION I ONLY

DATE Feb 1, 2016

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

Pay \$ 10,944 to the order of Worldstrides Meritage Festival's

and charge the account of chorus/band Acct. No. 45

Purpose: final payment - chorus/band
Williamsburg, Virginia competition

spring trip Club or Activity
[Signature] Faculty Adviser - Signature

II. Account Balance \$2283.31 Verified by [Signature]

Date 2/1/16 Comment check will not be cut until all money is deposited

III. Approved [Signature] Date 2/2/16
Principal - Signature

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____



WorldStrides®



February 1, 2016

Please include the Trip ID# on your payment

Union HS Band

Laura Muller – Program Leader
2350 North Third Street
Union, NJ 07083

INVOICE FOR WILLIAMSBURG TRIP APRIL 14-17, 2016

FINAL PAYMENT:	\$10944.00
Total Amount Due:	\$10944.00

Please make check payable to Heritage Festivals.

WorldStrides Heritage Performance Programs
PO Box 271549
Salt Lake City, UT 84127
(800) 223-4367

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

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

SCHOOL: UHS Date: 2/3/16
ACCT. NAME: Senior Prom Account: 2012
VENDOR: Anderson's Amount: \$ 1915.25

PURPOSE OF EXPENDITURE [attach appropriate invoice(s):
2016 senior prom supplies
please see attached

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

Laurie DelGuercio
Name
Paulie DelGuercio
SIGNATURE

BOARD APPROVAL DATE: 2/16/16

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.

Manuel E. Vieira, Business Administrator

Date

DATE 2/2/16

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

Pay \$ 1915.25 to the order of Anderson's

and charge the account of Senior prom Acct. No. 2012

Purpose: prom supplies

Senior prom
Club or Activity

Cheyl Fester
Faculty Adviser - Signature

II. Account Balance \$12,169.79 Verified by [Signature]

Date 2/3/16 Comment _____

III. Approved [Signature] Date _____
Principal - Signature

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____

Anderson's

Receipt

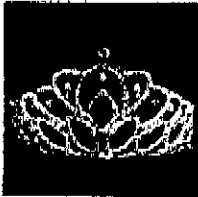
Thank you for your order!

Quote Number: 8534033

Billing Information
U H S Prom Account
Union High School
2350 N Third Street
Union
NJ
07083
(908) 419-4005

Shipping Information
Cheryl Fiske
Union High School
2350 N Third Street
Union
NJ
07083
(908) 419-4005
Shipping

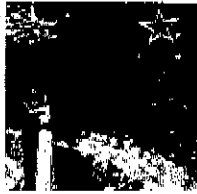
Shipping: Ground
\$272.86
Cart Review
Price
Quantity
Total
Mirabella Tiara
Item # CE0005



Price: \$23.99
Our Price: \$19.99
|
\$19.99

A Universe of Stars Kit

Item # 402X0



Price: \$177.00

Our Price: \$175.00

1

\$175.00

Additional Charges

\$14.99

1 x Price Includes Spray Adhesive

\$14.99

Majestic Silver Star Crown

Item # 4220SBLU



Price: \$47.99

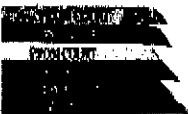
Our Price: \$40.99

1

\$40.99

Satin Prom Court Sash

Item # SANPCCWHT



\$9.99

2

\$19.98

Silver Prom King 2016 Medallion
Item # KMS16



\$29.99

1

\$29.99

Acrylic King Candidate Medallion
Item # GAKCM2016

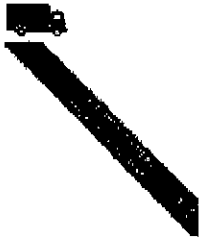


\$29.99

2

\$59.98

Custom Star Sash with Rosette - 72 in.
Item # GSTR72



Price: \$33.59

Our Price: \$22.99

1

\$22.99

Custom Silicone Mobile Device Pocket
Item # A1235

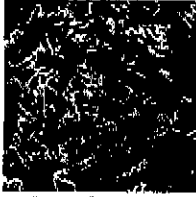


\$1.99

650

\$1293.50

1 lb Prom Confetti
Item # PCLBSIL



Price: \$38.99
Our Price: \$32.49


1
\$32.49
2016 Confetti - 1 lb.
Item # 2016LSIL



\$32.49
1
\$32.49

The following promotions have been applied to your order:

- \$100 off Orders \$1000+

Subtotal	\$1,742.39
Your Savings	-\$130.10
Shipping	\$281.36
 Shipping Reduction	-\$8.50
Tax	\$0.00
GRAND TOTAL	\$1,915.25

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

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

SCHOOL: UHS Date: 2/3/16
ACCT. NAME: Ski Club Account: 2020
VENDOR: Passaic Valley Coach Amount: \$3,429.00
PURPOSE OF EXPENDITURE [attach appropriate invoice(s):
transportation for trip to Stowe, Vermont
please see attached

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

Laurie DelGuercio

Name

Laurie DelGuercio

SIGNATURE

BOARD APPROVAL DATE: 2/16/16

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

Manuel E. Vieira, Business Administrator

Date

COMPLETE SECTION I ONLY

Need for March 1, 2016

Date 2-2-16

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

pay \$ 3429.00 to the order of Passaic Valley Coach

and charge the account of Ski Club

Acc't. No. 2020

Purpose: To pay for bus for trip to Stowe Vermont

Ski/Snow Club
Club or Activity

K. Bowles
Faculty Adviser - Signature

II. Account Balance \$100.01

Verified by (signature)

Date 2/3/16

Comment Check will not be cut until all money is deposited

III. Approved (signature)
Principal - Signature

Date _____

IV. Date Paid _____

Check No. _____

Account No. _____

Processed by _____

SUPERINTENDENT'S APPROVAL _____

TOWNSHIP OF UNION BOARD OF EDUCATION
 FIELD TRIP APPROVAL REQUEST
 APPLICATION DATE: 2-2-16

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 UHS GRADE AI
 TEACHER(S) K. Brooks
 DATE OF TRIP March 4-5, 16
 DESTINATION Stowe Vermont
 ADDRESS / CITY Williston Rd. Burlington Vermont
 (Please attach directions)
 PURPOSE OF TRIP Ski/Snowboard trip with Kawameeh.
 (Must be of educational value to the children)

Pick-up Time (No earlier than 9:10 AM) 11:30am Specific Location Front UHS
MAR-4

Return Time (Must be back at school by 1:40 PM) 11:30 pm Specific Location Kawameeh parking lot
max 6

Total Number of Passengers 50 (Bus Capacity is 54, Van Capacity is 16)

TRANSPORTATION BUDGET AC#/FUNDING SOURCE: UHS Bonded Act # 2000 and # 2008
 (i.e. xx-xxx-xxx-512-xx-xx-xxxx)

TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR

I am requesting in house transportation		<input checked="" type="checkbox"/> I am requesting contractor transportation	
1. In house Bus cost	=	1. Contractor Bus cost	= 3429.00
2. Entrance Fee	=	2. Entrance Fee	= 2,500.00
3. Total Trip Cost: Add 1 + 2	=	3. Total Trip Cost: Add 1 + 2	= 5949.00
4. District Cost Bus	=	4. District Cost Bus	= 0
5. Student Cost Bus	=	5. Student Cost Bus	= 3429.00
6. District Cost Fees	=	6. District Cost Fees	= 0
7. Student Cost Fees	=	7. Student Cost Fees	= 5949.00
Line 3 should equal the total of lines 4+5+6+7		Line 3 should equal the total of lines 4+5+6+7	

Supervisor's Approval [Signature] Date 2/2/16
 Principal's Approval [Signature] Date 2/2/16

** 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				
Sch Business Admin				
Transportation				