

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: UHS

Date: 1/21/22

DEPARTMENT: Key Club Account: 46

VENDOR: NJ Key Club Amount: Not to exceed \$5,114 -

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): \_\_\_\_\_

Key club District convention, registration & housing

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

James Prieto  
NAME

[Signature]  
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.

\_\_\_\_\_  
Gregory Brennan, Business Administrator

\_\_\_\_\_  
Date

### Breakdown of estimated trip cost

1. In house bus cost = \$290
2. Entrance Fee Per Student (varies by # of students per assigned room)
  - 1 x Quad room (4 per room) at \$296 per person
    - 4 students x 296 = \$1,184
  - 5 x Double room (2 per room) at \$364 per person
    - 10 x \$364 = \$3,640
  - Total cost of entrance fee not to exceed = \$4,824
3. Total Trip Cost (Add 1 +2) NOT TO EXCEED = \$5,114

## ADVISORS

# Registration Checklist

### Please make sure you complete the following:

1. Online Registration at  
<https://fs6.formsite.com/NJKeyClub/2022DECON/index.html>.
  - This will include:
    - Hotel/T-Shirt/Special Menu Spreadsheet- Download the template here:  
[https://docs.google.com/spreadsheets/d/1nJnVJ85\\_vbZjO5DO1\\_VNRV\\_giic9ezVTI/edit?usp=sharing&ouid=107675729636083699528&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1nJnVJ85_vbZjO5DO1_VNRV_giic9ezVTI/edit?usp=sharing&ouid=107675729636083699528&rtpof=true&sd=true)
    - Uploading of all Code of Conducts, Medical Forms, COVID Waivers, and COVID-19 Proof of Vaccination
2. If paying by **Credit Card**:
  - Upon completing your registration, pay online using your credit card or purchase card. No items need to be mailed.
3. If paying by **Check or Purchase Order**:
  - Mail a copy of your Registration Summary and payment (payable to New Jersey Key Club) to:  
New Jersey Key Club  
c/o Andrew DeFelice  
29 Cheryl Lane  
Millstone Township, NJ 08510

**MUST BE POSTMARKED BY MONDAY, MARCH 14, 2022**

### Bring to DECON:

Statement of Assurance for each advisor/chaperone assigned to a Key Club (turn in Friday during registration)

### Code of Conduct:

Chaperones are responsible for ensuring that their students stay engaged, fully participate, and abide by the Code of Conduct at all times. See the Key Club Code of Conduct on Page 14.

Faculty advisors are also responsible for the following with respect to each and every student they chaperone during DECON 2022:

1. Having a signed copy of the required medical, code of conduct, and COVID-19 liability forms.
2. Having a copy of each student's proof of COVID 19 vaccination.
3. Having a current emergency contact number for each student.
4. Having a current cellphone number for all students traveling with a cellphone.

All Code of Conduct violations must be immediately reported to the New Jersey Key Club District Administrator. Chaperones should email [administrator@njkeyclub.org](mailto:administrator@njkeyclub.org) to report Code of Conduct violations, and a member of the New Jersey Kiwanis Committee will contact you.

**MUST BE SUBMITTED BY MARCH 14, 2022**  
**Registration Summary**

**Key Club of** \_\_\_\_\_

**Town:** \_\_\_\_\_, NJ

TYPE	COST	QUANTITY	TOTAL (\$)
Quad Registration (\$228) and Housing (\$272)	\$296 per person		
Triple Registration (\$228) and Housing (\$136)	\$318 per person		
Double Registration (\$228) and Housing (\$90)	\$364 per person		
Single Registration (\$228) and Housing (\$68)	\$500 per person		
Late Fee (after March 14, 2022)	\$25.00 per person		
Payment by: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Purchase Order			

**Please note:** Registration and Housing Fees include accommodations for Friday and Saturday nights and meals for Friday Dinner, Saturday Breakfast, Lunch, and Dinner, and Sunday Breakfast.

**Disclaimer:** Clubs are responsible for filling their own rooms and complying with any school district policies regarding overnight field trips. For example, some school districts may permit quad occupancy and others may not. We encourage clubs to coordinate with nearby schools in their respective divisions to fill each room to quad occupancy if desired. Advisors can visit: <https://docs.google.com/spreadsheets/d/1nmnGDJLn6uQ6Z8S3lm-WOaXR0Y175Via32ui7qSn12U/edit?usp=sharing> to determine which schools still have space available in their rooms.

**This summary form and full payment must be postmarked by  
Monday, March 14, 2022**

**Please make checks payable to "New Jersey Key Club"**

EXHIBIT B-1

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

SCHOOL: Union High School Date: 01/24/2022

DEPARTMENT: Music/Marching Band Account: 2033

VENDOR: DeMoulin Brother & Company Amount: \$1,230.74

PURPOSE OF EXPENDITURE (attach appropriate invoice):

Pay invoice for flags received during the fall of 2021  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

NAME: Michael Hamilton

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 \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator \_\_\_\_\_ Date: \_\_\_\_\_

DeMoulin Brothers & Company

1025 S 4th Street  
Greenville, IL 62246

STATEMENT

**GREAT NEWS !**  
You can now pay online at:

[www.demoulin.com/paymybill](http://www.demoulin.com/paymybill)

CUSTOMER NO.: NJ85402  
PAGE: 1  
DATE: 1/4/2022

**SOLD TO:** Union High School  
ATTN: Michael Hamilton, Band Director  
2350 N 3RD St  
Union, NJ 07083-5049  
US

REMIT TO ADDRESS:

DeMoulin Brothers & Company  
Phone: 800-228-8134  
1025 S 4th Street  
Greenville, IL 62246

DOCUMENT NUMBER	DOCUMENT DATE	Type	REFERENCE/ADDITIONAL NUMBER	DUE DATE	AMOUNT
3105650	11/17/2021	IN		12/17/2021	1,230.74

IN - Invoice      PY - Applied Receipt      UC - Unapplied Cash      **Please pay amount showing.**      **Total:** 1,230.74  
 DB - Debit Note      ED - Earned Discount      RF - Refund  
 CR - Credit Note      AD - Adjustment  
 IT - Interest Payable      PI - Prepayment  
**Credit Limit:** 0.00  
**Credit Available:** 0.00

1 - 30 DAYS O/DUE	31 - 60 DAYS O/DUE	61 - 90 DAYS O/DUE	OVER 90 DAYS O/DUE
1,230.74	0.00	0.00	0.00

UHS STUDENT ACTIVITIES ACCOUNT

DATE: 01/24/2022

This will authorize the Treasure of the **UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT**

Pay \$ \$1,230.74 to the order of DeMoulin Brothers & Company

Charge to **CLUB ACCOUNT**: Marching Band Acct. No. 2033

Purpose: Pay invoice for flags received during the fall of 2021

Marching Band

Club Name



Club Advisor Signature

Account Balance: \$21,482.64 Verified By: \_\_\_\_\_

Date: \_\_\_\_\_ Comment: \_\_\_\_\_

Approved: \_\_\_\_\_

Principal Signature

Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed By: \_\_\_\_\_





EXHIBIT B-1

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

SCHOOL: Union High School Date: 01/27/2022

DEPARTMENT: Music/Marching Band Account: 2033

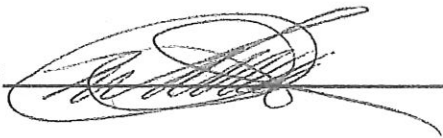
VENDOR: Lone Star Percussion Amount: NOT TO EXCEED \$3,500.00

PURPOSE OF EXPENDITURE (attach appropriate invoice):

Purchase carts necessary for the marching band front ensemble. The additional amount  
Over the quote is to cover freight shipping.

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

NAME: Michael Hamilton

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 \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator \_\_\_\_\_ Date: \_\_\_\_\_



Lone Star Percussion  
 10611 Control Place  
 Dallas TX 75238  
 United States  
 214-340-0835

**Quote**  
 #QTE-275601  
 1/25/2022

**Bill To**  
 Attn: Accounts Payable  
 Township of Union Public  
 Schools  
 2369 Morris Ave  
 Union NJ 07083  
 United States

**Ship To**  
 Attn: Michael Hamilton  
 Union High School  
 2350 North 3rd St  
 Union NJ 07083  
 United States

**TOTAL**

**\$2,959.00**

**Expires: 3/11/2022**

**Expires**  
 3/11/2022

**Bid #**

**Percussion Specialist**  
 Ozzie Zavala

**Shipping Method**  
 FOB

QTY	Item	Item Price	Total Price
1	<b>Titan MUFFGEN Generator Field Frame</b> Generator Field Frame	\$915.00	<b>\$915.00</b>
2	<b>Titan MUFFSYN Field Frame for Synthesizer</b> Field Frame for Synthesizer with 8" No-Flat Casters	\$1,022.00	<b>\$2,044.00</b>
		<b>Subtotal</b>	\$2,959.00
		<b>Shipping</b>	\$0.00
		<b>Tax (0%)</b>	\$0.00
		<b>Total</b>	<b>\$2,959.00</b>

\*This pricing assumes payment via cash/check/ACH. Please contact us if you prefer a different payment method.

\*This pricing is not applicable for purchases through TIPS/EPIC6 cooperative contracts.

To process this quote into a sales order, please choose one of the following options:

1. Provide a valid, signed purchase order\*
  - via email to your sales representative
  - via email to orders@lonestarp percussion.com
  - via fax to 214-340-0861
  - via mail to  
 Attn: Accounts Receivable  
 Lone Star Percussion  
 10611 Control Place  
 Dallas, TX. 75238
2. Send a check and a copy of this quote to the above mailing address

To prevent duplication of sales orders, please send purchase orders via ONE (1) method only.

\*Please note: purchase requisition forms are NOT valid purchase orders.



QTE-275601

EXHIBIT B-1

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

SCHOOL: Union High School Date: 01/26/2022

DEPARTMENT: Music/Marching Band Account: 2033

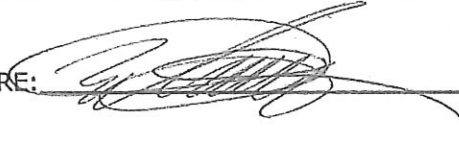
VENDOR: Sweetwater Amount: NOT TO EXCEED \$8,500.00

PURPOSE OF EXPENDITURE (attach appropriate invoice):

Purchase electronics and carts necessary for the UHS marching band  
\_\_\_\_\_  
\_\_\_\_\_

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

NAME: Michael Hamilton

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 \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator \_\_\_\_\_ Date: \_\_\_\_\_

# Sweetwater<sup>®</sup>

Music Education Technology Division

5501 US HWY 30 W  
Fort Wayne, IN 46818  
(800) 822-6752  
Sweetwater.com

**Quote Number** 7611245  
**Quote Date** 01/26/22  
**Delivery Method** LTL Freight  
**Customer Number** 7458576

**Quote To:** Michael Hamilton  
Union High School  
2350 N 3RD St  
Union, NJ 07083

**Ship to:** Michael Hamilton  
Union High School  
2350 N 3RD St  
Union, NJ 07083

Qty.	Item	Description	Retail Price	Your Price	Total
1	PIAR30	Pageantry Innovations AR-30 Mini Field Rack **Special Order**	\$975.00	\$975.00	\$975.00
1	PIDK20	Pageantry Innovations DK-20 Drum Kit Cart **Special Order**	\$1,625.00	\$1,625.00	\$1,625.00
2	PISC30	Pageantry Innovations SC-30 Full Range Speaker Cart **Special Order**	\$825.00	\$825.00	\$1,650.00
1	Shipping	Shipping and Handling Costs		\$680.00	\$680.00
1	EC225	Pro Co 25' XLRx2 Audio/IEC Power Siamese Twin Cable	\$171.02	\$135.99	\$135.99
1	EC250	Pro Co 50' XLRx2 Audio/IEC Power Siamese Twin Cable	\$253.05	\$210.99	\$210.99
2	VP88	Shure Stereo Mic w/Internal Matrix & Battery	\$999.00	\$799.00	\$1,598.00
2	NT5Sing	Rode Condenser Mic (Single)	\$349.00	\$219.00	\$438.00
1	EAD10	Yamaha EAD10 Module w/ Mic and Trigger Pickup	\$701.00	\$549.99	\$549.99
1	AT8035	Audio-Technica Shotgun Mic	\$269.00	\$269.00	\$269.00

Tax Exempt Certificate

\*Exclusive 'TOTAL CONFIDENCE COVERAGE' Free Two Year Warranty\*  
(Software, consumables and Apple products do not qualify for TCC)

\*\*Unlimited technical support provided by dedicated in-house staff exclusive to Sweetwater customers.

\*\*\*In-house factory authorized service and repair.

\*\*\*\*Most prepaid orders qualify for free shipping at standard discounts.  
SPECIAL ORDERS, ORDERS WITH OPEN BILLING TERMS (Purchase Orders), DO NOT QUALIFY FOR FREE S&H.  
Please see the link below for details.  
<https://www.sweetwater.com/about/free-shipping/>

\*\*\*\*\*Signed purchase order required for Net30 terms

\*\*\*\*\*Band Boosters and PTA/PTO groups, please send a check with orders or call with credit card.

Continued on page 2...

# Sweetwater®

Music Education Technology Division

5501 US HWY 30 W  
Fort Wayne, IN 46818  
(800) 822-6752  
Sweetwater.com

**Quote Number** 7611245  
**Quote Date** 01/26/22  
**Delivery Method** LTL Freight  
**Customer Number** 7458576

**Quote To:** Michael Hamilton  
Union High School  
2350 N 3RD St  
Union, NJ 07083

**Ship to:** Michael Hamilton  
Union High School  
2350 N 3RD St  
Union, NJ 07083

Qty.	Item	Description	Retail Price	Your Price	Total
		Items listed on previous page			

Subtotal:	\$8,131.97
Shipping & Handling:	\$31.60
Tax:	\$0.00
<b>Total:</b>	<b>\$8,163.57</b>

#### Your Sales Engineer Is Vern Crews:

Dear Michael,

We appreciate the opportunity to serve all of your music technology and performing arts needs.

If you ever have any questions or concerns, please do not hesitate to contact me at (800) 222-4700 x1950 or [vern\\_crews@sweetwater.com](mailto:vern_crews@sweetwater.com).

24-hour tech support is also available at [Sweetwater.com/SweetCare](http://Sweetwater.com/SweetCare), or with our in-house SweetCare Center by phone at (800) 222-4700 (M - F 9am - 6pm, Sat 9am - 5pm).

#### Sweetwater's Return Guidelines:

It's our goal to earn your trust and create a relationship with you for the long term by standing behind what we sell. We promise to deal with you fairly and reasonably; we hope you will be fair and reasonable with us as well. So, if for some reason you are not satisfied with your purchase, we will gladly accept your timely return of eligible items.

To make a return, simply contact your Sales Engineer to start the process.

For additional information on returns, please visit [Sweetwater.com/help](http://Sweetwater.com/help).



EXHIBIT B-1

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

SCHOOL: Kawameeh Date: 2/1/22  
DEPARTMENT: music Account: #17  
VENDOR: music in the Parks Amount: \$2516.00

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Chorus students to attend a competition in May.

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

NAME: Jason Malanda

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 \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator \_\_\_\_\_

Date: \_\_\_\_\_



Music in the Parks  
 1784 West Schuylkill Road  
 Douglassville, PA 19518

# INVOICE

Reservation #: 62785  
 Statement Date: 1/28/2022

Marianne Deczynski  
 Kawameeh Middle School  
 490 David Terrace  
 Union, NJ 07083-7346

Location: Dorney Park

Festival Date: May 13, 2022

**Ticket Description**

Performer: Festival and One Day Park Admission  
 Non-Performer: Festival and One Day Park Admission

Qty	Price	Total
40	\$63.00	\$2520.00
5	\$32.00	\$160.00
<b>Total Ticket Value:</b>		<b>\$2680.00</b>

**Discounts Applied**

1 Complimentary Director Tickets  
 1 Complimentary Chaperone Tickets

	-\$32.00	
	-\$32.00	
<b>Total Discounts:</b>	<b>-\$64.00</b>	

**Payment Schedule**

Initial Payment Due: 2/12/2022  
 Balance Payment Due: 4/13/2022

<b>Current Balance:</b>	<b>\$2616.00</b>
	\$100.00
	<b>\$2516.00</b>

**Total Tickets (Including Free): 45**

**Current Amount Due: \$100.00**

All payments must be made in USD only.

We accept VISA, MasterCard, American Express, & Discover  
<https://www.festivalsedge.com/Reservation/MakePayment/62785>

Make checks payable to: Festivals of Music

Return to: Music in the Parks  
 Accounting Department  
 1784 West Schuylkill Road  
 Douglassville, PA 19518  
 Phone: 800-323-0974  
 Fax: 610-327-4786  
 Email: [accounting@festivalsofmusic.com](mailto:accounting@festivalsofmusic.com)



EXHIBIT B-1

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

SCHOOL: Union High School Date: 2/2/22  
DEPARTMENT: Athletics Account: 1010  
VENDOR: Union High School Amount: Not to exceed \$1,500.00  
(UHS SAA)

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

To restore online deposit from PaySchools Central  
that was made in error to UHS Athletics account;  
should have been deposited in UHS SAA xx4757.  
(Please see attached.)

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

NAME: Anne Branco

SIGNATURE: Anne Branco

Linda Ionta 

.....  
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 \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator \_\_\_\_\_ Date: \_\_\_\_\_



Laura Finnerty <lfinnerty@twpunionschools.org>

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## Service Ticket #606400

---

Laura Finnerty <lfinnerty@twpunionschools.org>

Tue, Dec 21, 2021 at 11:05 AM

To: Yolanda Koon <ykoon@twpunionschools.org>, Antonella Melchionna <amelchionna@twpunionschools.org>

Cc: Margaret Berry <mberry@twpunionschools.org>, Payschools Support <support@payschools.com>, Brandy Morrison <brandy.morrison@payschools.com>

Good morning, Yolanda and Antonella -

It appears that the payments that were received for the Key Club Dues (\$1,152) were processed, routed and deposited to the wrong district bank account. There must have been misinformation shared with Payschools for this mistake to have occurred. It should have been routed to the UHS SAA ending in xxx757. Can you please fill out the attached form and send it to Brandy so that we can correct the issue as soon as possible? In addition, I need assistance with how to restore that amount to the proper bank account. Any assistance that you can provide is greatly appreciated.

Sincerely,

Laura

(908) 418-2515 - cell

(908) 624-9828 - home

[Quoted text hidden]



PaySchools Central Merchant Processing Form-Township of Union Public.pdf

266K




Laura Finnerty <lfinnerty@twpunionschools.org>

**Ticket#615747/TownshipofUnionPublicScho/Transaction question -- has been updated**

PaySchools Support <support@payschools.com>  
To: lfinnerty@twpunionschools.org

Mon, Jan 10, 2022 at 11:09 AM

--REPLY above this line to respond--  
This ticket has been updated by Brandy Morrison

Brandy Morrison   
1/10/2022 8:58 AM

Hello Laura,

Despite the changes we have made it appears the money is still being routed to the incorrect account. I have escalated this up to management to see what they can do to fix it. I sincerely apologize for this ongoing issue.

**Batch Summary, Batch Detail**

District: Twp of Union BOE  
Merchant Account: (All Merchant Accounts)  
Payment Method: Both  
Date Range: 12/7/2021 to 1/7/2022

Transaction Id	Batch Id	Processed	Deposit Date	Type	Merchant Account	U
2878	UHS-22007-59039	1/3/2022		Fees	UHS Athletics - CC	Esp Edu


Payschools Version 2021.12.1.2629 - Run on: 01/07/2022 01:58 PM

Summary:

**Transaction question**

Status: Assigned to Supervisor  
Ticket # 615747  
Company: Township of Union Public Schools  
Contact: Laura Finnerty  
Phone: (908) 851-6501  
Address: 2369 Morris Avenue  
Union, NJ 07083

**Discussion**

Brandy Morrison   
1/10/2022 8:58 AM

Hello Laura,

Despite the changes we have made it appears the money is still being routed to the incorrect account.

I have escalated this up to management to see what they can do to fix it. I sincerely apologize for this ongoing issue.

### Batch Summary, Batch Detail

District: Twp of Union BOE

Merchant Account: (All Merchant Accounts)

Payment Method: Both

Date Range: 12/7/2021 to 1/7/2022

Transaction Id	Batch Id	Processed	Deposit Date	Type	Merchant Account	U
2878	UHS-22007-59039	1/3/2022		Fees	UHS Athletics - CC	Esp Edu

Payschools Version 2021.12.1.2629 - Run on: 01/07/2022 01:58 PM

Laura Finnerty LF  
1/7/2022 8:50 AM

Good morning,

Can you please tell me which bank account the attached transaction was deposited into? I am concerned that we may be having an issue with all invoices that were transferred to Payschools Central from the UHS Genesis portal are going to be deposited into the incorrect account.

Your assistance is greatly appreciated.

Thank you,

Laura Finnerty  
Secretary and UHS SAA Bookkeeper  
Union High School - Main Office  
2350 North Third Street

Union, NJ 07083  
(908) 851-6501

#### Disclaimer

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Laura Finnerty <lfinnerty@twpunionschools.org>

## Township of Union bank accounts

Chelsea Brown <Chelsea.Brown@i3education.org>

Thu, Jan 13, 2022 at 3:34 PM

To: Meg Berry <mberry@twpunionschools.org>, "lfinnerty@twpunionschools.org" <lfinnerty@twpunionschools.org>, Ann Hart <ahart@twpunionschools.org>, Yolanda Koon <ykoon@twpunionschools.org>

Cc: Rob Morales <rob.morales@payschools.com>

Hi everyone,

Thanks again for your time today. To recap from our meeting, there were two separate issues discussed:

1. Payments for UHS athletics were being deposited into an old bank account (the account has since been updated), but deposits have not been received

I am checking on the status of this.

2. Fee payments not routing to the correct bank accounts/needing to update the account fields in Genesis

I've attached a list of the fees merchant accounts (bank accounts) we currently have on file and which school they are associated with. I highlighted the UHS Athletics school as that is a "virtual school" we created on our end to map the athletics fees. If additional bank accounts are needed, I will request another merchant form.

Please let us know if you have any questions.



Chelsea Brown  
 IMPLEMENTATION MANAGER  
 Email: chelsea.brown@i3education.org  
 Office: 303-515-4876



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### Disclaimer

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Township of Union fees merchant accounts.xlsx  
9K



Laura Finnerty <lfinnerty@twpunionschools.org>

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## Township of Union bank accounts

---

Chelsea Brown <Chelsea.Brown@i3education.org>

Fri, Jan 14, 2022 at 1:08 PM

To: Ann Hart <ahart@twpunionschools.org>

Cc: Meg Berry <mberry@twpunionschools.org>, "lfinnerty@twpunionschools.org" <lfinnerty@twpunionschools.org>, Yolanda Koon <ykoon@twpunionschools.org>, Rob Morales <rob.morales@payschools.com>

I'm sorry for the misunderstanding, but all we have is the bank account information. The only Genesis account we ever received was Athletics, which we mapped to the UHS Athletics bank account. Everything else is just attached by building.

So you will need to send us a list of ALL Genesis accounts (exactly as they are named in Genesis) and the last 4 digits of the bank account they need to be associated with. If there are any bank accounts we do not have on file, I will need to collect paperwork to add them.

I hope this makes sense.

Thanks,



Chelsea Brown  
IMPLEMENTATION MANAGER  
Email: chelsea.brown@i3education.org  
Office: 303-515-4876



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Laura Finnerty <lfinnerty@twpunionschools.org>

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## Township of Union bank accounts

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Chelsea Brown <Chelsea.Brown@i3education.org>

Thu, Jan 20, 2022 at 8:52 AM

To: Meg Berry <mberry@twpunionschools.org>, "lfinnerty@twpunionschools.org" <lfinnerty@twpunionschools.org>, Yolanda Koon <ykoon@twpunionschools.org>

Good morning everyone,

I have more information on the deposits that were resent. I've attached a spreadsheet showing 13 deposit batches that were originally trying to deposit to the old bank account ending in 1287. They were resent and on 1/4/22, they should have deposited to the bank account ending in 7275. The total of all resent deposits is \$1,177. Can you confirm that these funds were received?

Thank you,

[Quoted text hidden]

[Quoted text hidden]



TownshipOfUnion\_deposits resent 1-4-22.xlsx  
12K

Merchant Account	Statement Date	Batch Id	Funding Amount	Funded (Last 4)	Status	Trace Number
UHS Athletics - ACH	11/26/2021	UHS-21330-20486			1287 Resent	
UHS Athletics - ACH	1/4/2022	UHS-22004-55523	18		7275 Settled	242071757414650
UHS Athletics - ACH	11/30/2021	UHS-21334-23508			1287 Resent	
UHS Athletics - ACH	1/4/2022	UHS-22004-55525	18		7275 Settled	242071757414446
UHS Athletics - ACH	12/1/2021	UHS-21335-24841			1287 Resent	
UHS Athletics - ACH	1/4/2022	UHS-22004-55530	18		7275 Settled	242071757414458
UHS Athletics - CC	11/19/2021	UHS-21323-13770			1287 Resent	
UHS Athletics - CC	1/4/2022	UHS-22004-55526	90		7275 Settled	242071757414448
UHS Athletics - CC	11/22/2021	UHS-21326-15579			1287 Resent	
UHS Athletics - CC	1/4/2022	UHS-22004-55527	54		7275 Settled	242071757414452
UHS Athletics - CC	11/23/2021	UHS-21327-17409			1287 Resent	
UHS Athletics - CC	1/4/2022	UHS-22004-55522	25		7275 Settled	242071757414444
UHS Athletics - CC	11/24/2021	UHS-21328-18962			1287 Resent	
UHS Athletics - CC	1/4/2022	UHS-22004-55528	54		7275 Settled	242071757414654
UHS Athletics - CC	11/26/2021	UHS-21330-20485			1287 Resent	
UHS Athletics - CC	1/4/2022	UHS-22004-55529	630		7275 Settled	242071757414456
UHS Athletics - CC	11/29/2021	UHS-21333-22002			1287 Resent	
UHS Athletics - CC	1/4/2022	UHS-22004-55524	162		7275 Settled	242071757414652
UHS Athletics - CC	12/2/2021	UHS-21336-26189			1287 Resent	
UHS Athletics - CC	1/4/2022	UHS-22004-55531	18		7275 Settled	242071757414460
UHS Athletics - CC	12/6/2021	UHS-21340-29071			1287 Resent	
UHS Athletics - CC	1/4/2022	UHS-22004-55532	54		7275 Settled	242071757414656
UHS Athletics - CC	12/7/2021	UHS-21341-30799			1287 Resent	
UHS Athletics - CC	1/4/2022	UHS-22004-55533	18		7275 Settled	242071757414658
UHS Athletics - CC	12/10/2021	UHS-21344-35565			1287 Resent	
UHS Athletics - CC	1/4/2022	UHS-22004-55534	18		7275 Settled	242071757414660
<b>TOTAL</b>			<b>1177</b>			