

EXHIBIT B-1

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

SCHOOL: BURNET MIDDLE SCHOOL

DATE: June 3, 2015

ACCOUNT NAME: Band

ACCOUNT # 2006

VENDOR: Villani Bus Company

AMOUNT \$1,740.00

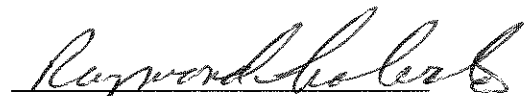
Purpose of Expenditure [attach appropriate invoice (s)]:

Dorney Park Festival

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

Raymond Salvatore, Principal

Name



Signature

\*\*\*\*\*

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

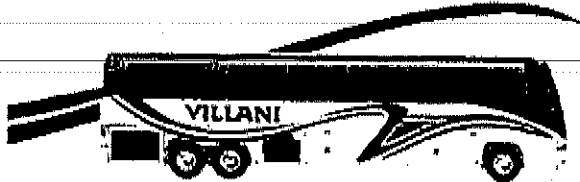
I approve the purchase of goods/services per the attached

\_\_\_\_\_  
James J. Damato/ Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manuel E. Vieira, Business Administrator

\_\_\_\_\_  
Date



**Villani Bus Company**

811 East Linden Avenue

Linden, NJ 07036

Phone: 908-862-3333

Fax: 908-474-8058

Website: www.villanibus.com

Email: info@villanibus.com

**Charter Confirmation**

Confirmed: **05/20/15**

Charter No. : **52765**

**Michael Hemton**  
**Burnet Middle School**  
**1000 Caldwell Avenue**  
**Union, NJ 07083 USA**

Phone:

Fax: **908-687-2645**

Order Date **02/06/15**

SalesRep: **Lesley**

Thank you for selecting **Villani Bus Company** for your upcoming trip. We are committed to providing you with the very best service possible, and I am sure that you will be pleased with the quality of our equipment and drivers. This Confirmation serves as your contract for your transportation needs shown below. We must receive your deposit along with one signed and dated copy of this letter by the due date of the deposit shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name: **Burnett Middle School**

# Coaches: **2**

Group Leader: **Michael Hemton**

Equipment: **2-54 School Buses**

Destination: **Hellwntown/Allentown Pa**

Leave Date: **Friday, May 29, 2015**

Return Date: **Friday, May 29, 2015**

Spot Time: **6:45 am**

Leave Time: **7:00 am**

Retn\Drop Time: **8:30 pm**

Pickup **Burnett Middle School**

Destination **1.Saucun Valley School**

Location: **1000 Caldwell Avenue**  
**Union, NJ**

Details: **2100 Polk Valley Road**

**2. Dorney Park**

Description	# Coaches	Qty	Rate	Charge
Single Day School Bus Trip	1	2.00	\$870.00	\$1,740.00
UNSIGNED CONFIRMATION WILL VOID RESERVATION	1	2.00	\$0.00	\$0.00
Transportation rate does not include gratuity	1	2.00	\$0.00	\$0.00

Due Dates	Description	Amount	Date Received	Transport Charge:	\$1,740.00
02/20/15	Signed Contract	\$0.00		Amount Paid	\$0.00
06/29/15	Final Payment	\$1,740.00		Balance Due	\$1,740.00

If you have not already done so, please remember to send us an itinerary complete with addresses to insure the success of your trip. Please call me if you have any questions.

  
 Charter Party Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Sincerely,

Lesley

EXHIBIT B-1

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

SCHOOL : Union High School-Alumni Association

6/16/2015

DEPARTMENT: Athletics

Vendor: Art Xpress Inc.

VENDOR AMOUNT : \$1200.00 approx.

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This check will be for frames for the Alumni inductees. These frames will hold the photos of all that were inducted into the Hall of Fame. The pictures will be hung, in the 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- 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

# Memo

**To:** Diane– Business Office

**From:** Phyllis Lang- Athletics

**Date:** 6/15/2015

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

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Please add to your agenda for the next Board Meeting!

Expenditures in excess over \$1000.00

1) Art & Frame Xpress .

See attached.

Phyllis



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

SCHOOL UHS  
ACCOUNT NAME Senior Dues  
VENDOR Majas Printing Company

DATE 6/9/15  
ACCT.# 2097  
AMOUNT \$7644.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

payment for student cap & gowns for 2015 commencement ceremony  
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

Ben Kuo  
NAME  
BK  
SIGNATURE

BOARD APPROVAL DATE: 7/21/15

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





# Invoice

934 Savitt Place • PO Box 1356  
 Union, New Jersey 07083  
 (908) 686-7296 • Fax (908) 686-9229  
 joseph@majorprinting.com • www.majorprinting.com

**Invoice Number**  
**2487**

Sold To:  
 UNION HIGH SCHOOL  
 LISA PEREZ  
 NORTH 3RD STREET  
 UNION, NJ 07083

Ship To:  
 UNION HIGH SCHOOL  
 LISA PEREZ  
 NORTH 3RD STREET  
 UNION, NJ 07083

Date	Customer P.O.	Account #	Salesperson	Terms
06-08-2015	STUDENT ACCOUNT	21496	JS	COD

Quantity	Description	Ref. #	Unit Price	Tax	Amount
637	CAP GOWN TASSEL STUDENT GRADUATION	37089		N	7,644.00

*If paying by credit card add 4% to the total of this invoice.*

<b>Sub Total</b>	7,644.00	<b>Freight</b>	.00	<b>Sales Tax</b>	.00	<b>Deposit</b>	.00	<b>Total</b>	7,644.00
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Student Organization Fund for Expenditure in Excess of \$1,000.00

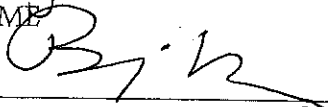
SCHOOL UHS  
ACCOUNT NAME Senior Dues  
VENDOR Costa del Sol

DATE 6/26/15  
ACCT.# 2097  
AMOUNT \$ 9272.10

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

payment of senior picnic for the Class of 2015.  
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

Benjamin Kloc  
NAME  
  
SIGNATURE

BOARD APPROVAL DATE: 7/21/15

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







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

SCHOOL UHS  
ACCOUNT NAME Yearbook  
VENDOR Lifetouch

DATE 7/6/15  
ACCT.# 2055  
AMOUNT \$10,944.38


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

payment of 2015 yearbook balance

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

Benjamin Kloc  
NAME

  
SIGNATURE

BOARD APPROVAL DATE: \_\_\_\_\_

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

\_\_\_\_\_  
Manuél E. Vieira, Business Administrator

\_\_\_\_\_  
DATE

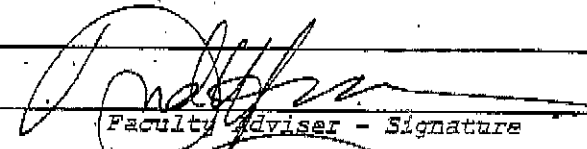
I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to

pay \$ 10,944.38 to the order of LIFETOUCH

and charge the account of YEARBOOK Acct. No. 55

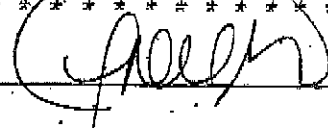
Purpose: BALANCE OF 2015 YEARBOOK

YEARBOOK  
Club or Activity

  
Faculty Adviser - Signature

\*\*\*\*\*

II. Account Balance \$15,083.29

Verified by 

Date 7/8/15 Comment \_\_\_\_\_

III. Approved   
Principal - Signature

Date 7/8/15

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

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

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



**INVOICE**

11000 Viking Drive, Suite 430, Eden Prairie, MN 55344-7243

Invoice No: 286822  
 Job No: 12210015  
 Invoice Date: 6/5/2015

**Bill to:**

Dave Jones  
 Union High School  
 2350 N 3rd Street  
 Union NJ 07083

**Ship to:**

Dave Jones  
 Union High School  
 2350 N 3rd Street  
 Union NJ 07083

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	TERMS
Ware - EH01				10 Days

DESCRIPTION OF ITEM	QUANTITY	SELL PRICE/UNIT	AMOUNT
350 All Color Yearbooks 200 Pages - 100# Gloss Custom Heritage Cover Custom Embossed with Foil & Grain Zoom Current Events Printed Proofs Custom Foll Ensheets			26,250.00

This invoice is subject to any state or local sales and use tax. If you have any questions, please call your Account Executive.	INVOICE SUBTOTAL	26,250.00
	TAX @ FREIGHT & HANDLING	609.38
	<b>TOTAL INVOICE AMOUNT</b>	<b>26,859.38</b>

STATEMENT OF ACCOUNT AS OF:				AMOUNT
DATE	TYPE	REF. NO.	DESCRIPTION	
	Online Sales - YBPay			-15,915.00
			<b>Balance Due</b>	<b>10,944.38</b>

X Detach and remit this portion with your payment

Remit check or money order in the enclosed envelope payable to:  <b>LIFETOUCH NSS ACCOUNTS RECEIVABLE</b> PO BOX 46993 EDEN PRAIRIE, MN 55344-9728	<b>INVOICE NUMBER</b> 286822	<b>JOB NUMBER</b> 12210015	<b>Balance Due</b> 10,944.38
	<b>CUSTOMER</b>  Amount Enclosed: _____		

PLEASE detach and remit this portion with your payment!

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

SCHOOL UHS

DATE 7/6/15

ACCOUNT NAME Key Club

ACCT.# \_\_\_\_\_

VENDOR NT District of Key Club Int.

Maximum AMOUNT \$ 1,700.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

payment of 2015 Fall Rally registration

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

Benjamin Kloc  
NAME

Bj  
SIGNATURE

BOARD APPROVAL DATE: \_\_\_\_\_

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

\_\_\_\_\_  
Manuél E. Vieira, Business Administrator

\_\_\_\_\_  
DATE

COMPLETE SECTION I ONLY

Date 6/19/15

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to pay \$ max ~~1000~~ <sup>817.00</sup> to the order of NJ District of Key Club International and charge the account of Key Club Acc't. No. 46

Purpose: payment for registration for fall Rally on

Key Club  
Club or Activity  
[Signature]  
Faculty Adviser - Signature

\*\*\*\*\*

II. Account Balance \$814.85 Verified by [Signature]

Date 7/8/15 \* Check will be cut when all money is deposited

III. Approved [Signature] Date 7/8/15  
Principal - Signature

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

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



New Jersey District

## Late Registration Form

**BRING THIS FORM THE DAY OF FALL RALLY**

**Please Note:** This form is for late registrants **ONLY**. Late registrants are only those who did not submit their forms completely by **September 24**, the Early Registration deadline. If registering additional people, please do not include those accounted for in the Early Registration Form.

### Contact Information

Name of School: \_\_\_\_\_ Division: \_\_\_\_\_

Contact Person (President/Advisor): \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### Registration Information

Registration Information is located on Page 4.

Number of non-Season Pass-holding Attendees: \_\_\_\_\_ at \$42.00 per person = \$ \_\_\_\_\_

Number of Season Pass-holding Attendees: \_\_\_\_\_ at \$7.00 per person = \$ \_\_\_\_\_

Total Attendees: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_

**\*No luncheon options or free tickets are offered with late registration**

### Payment Information

Please make all checks payable to: "NJ District of Key Club International"

**DO NOT MAIL THIS FORM**

This form will be collected and processed at the late registration table on the day of Fall Rally, October 11<sup>th</sup>. Bring this form and the check to the "Late Registration Booth", and you will receive your tickets and passes. Please make sure to fill out the form completely and accurately to ensure that there is smooth and expedient processing on the day of Fall Rally. If registering late, all late registrants should arrive before 9:00 AM. Late registration closes at 9:15 AM. Cash and checks are accepted.



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

SCHOOL UHS DATE 7/6/15  
ACCOUNT NAME Key Club ACCT.# 2046  
VENDOR Top of Union Board of Education AMOUNT \$1080.00

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

payment for transportation to 2015 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

Benjamin Kloc  
NAME

Bjn  
SIGNATURE

BOARD APPROVAL DATE: \_\_\_\_\_

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

Date 6/23/15

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION <sup>ES</sup> Board of Education to pay \$ 1080 to the order of in-house transportation and charge the account of key club Acc't. No. 46. Purpose: payment for transportation for fall rally

key club  
Club or Activity Faculty Adviser - Signature

\*\*\*\*\*

II. Account Balance \*\$814.85 Verified by: [Signature]

Date 7/8/15 Comment: \*Check will be cut when all money is deposited.

III. Approved [Signature] Date 7/8/15  
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: 6/19/13

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  
 TEACHER(S) Stefanie Courtney & Diana Prieto  
 DATE OF TRIP October  
 DESTINATION Six Flags - Great Adventure  
 ADDRESS / CITY 1 Six Flags Blvd. Jackson, N.J. 08527  
 (Please attach directions)

PURPOSE OF TRIP Key Club Fall Rally - to learn about upcoming service projects.  
 (Must be of educational value to the children)

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

Return Time: (Must be back at school by 1:40 PM) Sunday 1:30pm Specific Location Rock at UHS.  
 Total Number of Passengers 45 (Bus Capacity is 54, Van Capacity is 16)

DISTRICT BUDGET ACCOUNT NUMBER/FUNDING SOURCE: \_\_\_\_\_

**TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR**

   I am requesting in house transportation

1. In house Bus cost	=	<u>1080 (2 hrs)</u>
2. Entrance Fee	=	<u>\$1,700</u>
3. Total Trip Cost: Add 1 & 2	=	<u>\$2,780</u>
4. District Cost	=	<u>\$</u>
5. Student Cost	=	<u>\$500</u>
6. Any other cost incurred	=	<u>0</u>

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 \_\_\_\_\_ Date \_\_\_\_\_  
 Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

\*\* 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				