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**ATHLETIC
DEPARTMENT**

Memo

To: Diane Cappiello

From: Phyllis Lang, Secretary
Athletic Office

Re: Add to agenda over \$1000.00 Expenditure

Date: 6/14/2017

Attached are Expenditures for the Athletics over \$1000.00.

- 1) Galloping Hill Caterers
- 2) Kass Glass
- 3) Patel Printing
- 4) Cabana Banners

All for 2017 Alumni Dinner

Please approve at the next Board Meeting.

Thank you

Phyllis

EXHIBIT B-1

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

School : Union High School Athletics

Date: 6/20/2017

Department: Athletics

Account: 3201

Vendor: Cabana Banners

Amount: approx. \$8000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This is an estimation for the Alumni

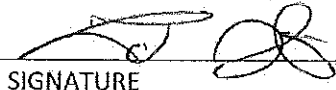
Banners for the new Class of inductees. These banners will be placed in the Gymnasium at Union High

School. We will have the new dinner in November 2017.

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

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.

Gregory Brennan, Business Administrator

Date

EXHIBIT B-1

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

School: Union High School Athletics

Date: 6/20/2017

Department: Athletics

Account: 3202

Vendor: Galloping Hill Caterers

Amount: approx. \$30,000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This is an estimation for the Alumni Dinner, for the 2017 Class Year. The Alumni dinner is held every other year, for Union High School Athletics Alumni, and held in November.

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

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.

Gregory Brennan, Business Administrator

Date

EXHIBIT B-1

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

School : Union High School Athletics

Date: 6/20/2017

Department: Athletics

Account: 3202

Vendor: Kass Glass

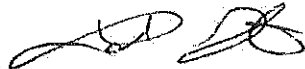
Amount: approx. \$3000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This is an estimation for the Alumni Plaques for the 2017 Class Year. The Alumni dinner is held every other year, for Union High School Athletics Alumni, and held in November. These awards are given to each member of this years alumni class.

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

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.

Gregory Brennan, Business Administrator

Date

EXHIBIT B-1

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

School : Union High School Athletics

Date: 6/20/2017

Department: Athletics

Account: 3202

Vendor: Patel Printing

Amount: approx. \$3000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This is an estimation for the Alumni Programs and invitations for the 2017 Class Year. The Alumni dinner is held every other year, for Union High School Athletics Alumni, and held in November.

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

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.

Gregory Brennan, Business Administrator

Date