

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: Union High School

Date: 9/25/18

DEPARTMENT: Cheerleading Account: 2029

VENDOR: Branch Brook Park Skating Rink Amount: Not to exceed \$2000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Cheerleading / Dance
Fundraiser (90's Skate Party)

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

Athea Bossard

NAME

Athea Bossard

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

COMPLETE SECTION I ONLY

DATE 9/25/18

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

Not to Exceed

Pay \$ 2,000.00 to the order of Branch Brook Skating Rink

and charge the account of Cheerleading Acct. No. 2029

Purpose: Cheerleading / Dance Fundraiser (90's Skate Party)

Cheerleading
Club or Activity

Rhonda Wright
Faculty Adviser - Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved Alicia Bossard Date _____
Principal - Signature

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

Processed by _____



Diane Cappiello <dcappiello@twpunionschools.org>

Re: October BOE Meeting Agenda

1 message

Lori-Ann Boyd <lboyd@twpunionschools.org>
To: Diane Cappiello <dcappiello@twpunionschools.org>

Tue, Sep 25, 2018 at 2:12 PM

Hey D!

Please add these items to the October 16th BOE Agenda.

Thank You!
Lori-Ann A. Boyd
TWP of Union Board of Education
2369 Morris Avenue
Union, NJ 07083
P: 908.851.4439
lboyd@twpunionschools.org
HUMAN. KIND. BE BOTH. -Lori A. Boyd

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On Mon, Sep 24, 2018 at 10:39 AM Diane Cappiello <dcappiello@twpunionschools.org> wrote:

Got it.

Diane Cappiello
Executive Administrator Assistant - Business Office
Township of Union Board of Education
2369 Morris Avenue
Union, NJ 07083
Email: dcappiello@twpunionschools.org
Tel: 908-851-6404
Fax: 908-964-1462

On Mon, Sep 24, 2018 at 10:38 AM Lori-Ann Boyd <lboyd@twpunionschools.org> wrote:

Hello ☀️!

Please add these items to the October 16th BOE Agenda.

Thank you!
Lori-Ann A. Boyd
TWP of Union Board of Education
2369 Morris Avenue
Union, NJ 07083
P: 908.851.4439
lboyd@twpunionschools.org
HUMAN. KIND. BE BOTH. -Lori A. Boyd

EXHIBIT B-1

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

SCHOOL: Union High

Date: 7/10/2018

DEPARTMENT: Athletics:

Account: 3250

VENDOR: Susan G. Koman

Amount: \$2000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This is an estimation of the check to be
For Breast Cancer Fundraiser held here at the high school during the month of October 2018.

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: _____

Memo

To: Diane Cappiello

From: Phyllis Lang, Secretary
Athletic Office

Re: Add to agenda over \$1000.00 Expenditure

Date: 9/21/2018

Attached are Expenditures for the Athletics over \$1000.00.

- 1) Susan G Koman .

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: UHS Date: 9/21/18
DEPARTMENT: Cosmetology Account: 2061
VENDOR: Burmax Amount: 4479.12

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Payment of
Cos Student Kits

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

Shawn Paterno
NAME
[Signature] 9/28/18
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

BURMAX

BURMAX COMPANY, INC • 28 BARRETTS AVENUE • HOLTSVILLE, NY 11742-2127
 MANUFACTURERS • IMPORTERS • DISTRIBUTORS
 631-447-8700 • 800-645-5118 • FAX: 631-289-7590

INVOICE

PAGE 1

SOLD TO:
 UNION HIGH SCHOOL
 ATTN: JEAN SALVATORE
 NORTH 3RD STREET
 UNION, NJ 07083

SHIP TO:
 UNION HIGH SCHOOL
 ATTN: JEAN SALVATORE
 NORTH 3RD STREET
 UNION, NJ 07083

Terms	Shipped Via	No. Of Cartons	CUST. PO. NO.	Salesman	CUST. NO.	Pack Slip No.	Invoice Date	INVOICE NO.
NET 30	NEW ENGLAN	18	JEAN SALVATORE 6/20/18	750	17725		09/11/18	880807-00
Qty. Ordered	Unit	Qty Shipped	Qty B/O	Item No.	Description	Unit Price	Amount	
18	EACH	18	0	17725-1	PLEASE SHIP 09/11/18 PER JEAN SALVATORE. UNION HIGH SCHOOL UNION NEW JERSEY ONE KIT PER CARTON	248.84	4479.12	

LAST PAGE



TOTAL INVOICE TOTAL 4479.12

4479.12

ALL CLAIMS MUST BE MADE WITHIN 90 DAYS AFTER RECEIPT OF GOODS
 RETURNS NOT ACCEPTED WITHOUT RETURN AUTHORIZATION - NO DISCOUNT ALLOWED ON SHIPPING CHARGES



Diane Cappiello <dcappiello@twpunionschools.org>

October BOE Meeting Agenda

1 message

Lori-Ann Boyd <lboyd@twpunionschools.org>
To: Diane Cappiello <dcappiello@twpunionschools.org>

Mon, Sep 24, 2018 at 10:37 AM

Hello ☀️!

Please add these items to the October 16th BOE Agenda.

Thank you!
 Lori-Ann A. Boyd
 TWP of Union Board of Education
 2369 Morris Avenue
 Union, NJ 07083
P: 908.851.4439
 lboyd@twpunionschools.org
HUMAN. KIND. BE BOTH. -Lori A. Boyd

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https://www.twpunionnj.gov/boe/2018-2019/2018-2019%20BOE%20Meeting%20Agenda/2018-2019%20BOE%20Meeting%20Agenda.pdf


 **20180924102824018.pdf**
111K

EXHIBIT B-1

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

SCHOOL: Kawameeh

Date: 9/21/18

DEPARTMENT: Musical Production Account: 41

VENDOR: Marianne Deczynski Amount: \$2500⁰⁰ 1/4 not to exceed

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): To purchase materials for costumes for Aladdin, Jr. Items to include, but not limited to, fabric, notions, wigs, clothing items and props for the production

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

Marianne Deczynski
NAME

Marianne Deczynski
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

Township of Union Board of Education
STUDENT ACTIVITY ACCOUNT - REIMBURSEMENT REQUEST

EVERY EFFORT TO PAY WITH A CHECK FROM THE STUDENT ACTIVITY ACCOUNT DIRECTLY TO THE VENDOR MUST BE MADE BEFORE REIMBURSEMENT WILL BE CONSIDERED.

Student Activity Reimbursement requests must be pre-approved by the principal and superintendent prior to the purchase. If this Student Activity Reimbursement Request form is not submitted prior to purchase the reimbursement will NOT be processed.

Date: 9/24/18
 Employee Name: MARIANNE DECZYNSKI
 Acct Name: MUSICAL PRODUCTION
 Acct. No.: 41

Reason for Reimbursement Request:
To purchase materials for costumes & props for Aladdin Jr

Estimate of Itemized Expenses

DESCRIPTION	COST
MATERIALS for costumes for Aladdin, Jr. Includes, but not limited to, fabric, notions, wigs, clothing and props for the production.	\$ 2500
	\$ not to exceed
	\$
	\$
	\$
	\$
	\$
	\$
	\$

TOTAL AMOUNT OF REIMBURSEMENT: \$ 2500 not to exceed

Note: Sales tax is not eligible for reimbursement.

A COPY OF THIS APPROVAL MUST ACCOMPANY YOUR OFFICIAL REQUEST FOR REIMBURSEMENT, ALONG WITH CONFIRMING RECEIPTS.

IF TOTAL AMOUNT EXCEEDS \$999 BOARD APPROVAL IS REQUIRED

Marianne Deczynski Employee Signature 9/24/18 Date


FOR OFFICIAL USE ONLY:			
Approved	More Info. Needed	Not Approved	Date
			<u>9/27/18</u>
Principal Signature			Date
Approved	More Info. Needed	Not Approved	Date
Superintendent or Designee Signature			Date

EXHIBIT B-1

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


SCHOOL: Kawameeh Date: 9/21/18

DEPARTMENT: Musical Production Account: 41

VENDOR: Peter Leone Amount: \$2000⁰⁰/yr not to exceed

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: To purchase materials for props, scenery & sets for Aladdin, Jr. This includes, but is not limited to, wood, screws, decorations, paper and paint and other building materials & set items
In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Peter Leone
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

Township of Union Board of Education
STUDENT ACTIVITY ACCOUNT - REIMBURSEMENT REQUEST

EVERY EFFORT TO PAY WITH A CHECK FROM THE STUDENT ACTIVITY ACCOUNT DIRECTLY TO THE VENDOR MUST BE MADE BEFORE REIMBURSEMENT WILL BE CONSIDERED.

Student Activity Reimbursement requests must be pre-approved by the principal and superintendent prior to the purchase. If this Student Activity Reimbursement Request form is not submitted prior to purchase the reimbursement will NOT be processed.

Date: 9/24/18
 Employee Name: Peter Leone
 Acct Name: Musical Production
 Acct. No.: 41

Reason for Reimbursement Request:
To purchase materials for props, scenery & sets for Aladdin, Jr

Estimate of Itemized Expenses

DESCRIPTION	COST
<i>To purchase materials for</i>	\$ 2000
<i>props, scenery and sets</i>	\$ not to exceed
<i>for Aladdin, Jr. This</i>	\$
<i>includes, but is not</i>	\$
<i>limited to wood, screws,</i>	\$
<i>decorations, paper and</i>	\$
<i>paint and other building</i>	\$
<i>materials & set items.</i>	\$
	\$

TOTAL AMOUNT OF REIMBURSEMENT: \$ 2000 not to exceed

Note: Sales tax is not eligible for reimbursement.

A COPY OF THIS APPROVAL MUST ACCOMPANY YOUR OFFICIAL REQUEST FOR REIMBURSEMENT, ALONG WITH CONFIRMING RECEIPTS.

IF TOTAL AMOUNT EXCEEDS \$999 BOARD APPROVAL IS REQUIRED

[Signature] 9/26
 Employee Signature Date

FOR OFFICIAL USE ONLY:

Approved	More Info. Needed	Not Approved	Date
<u>[Signature]</u>			<u>9/27/18</u>
Principal Signature			Date
Approved	More Info. Needed	Not Approved	Date
Superintendent or Designee Signature			Date

F-9



Diane Cappiello <dcappiello@twpunionschools.org>

October Agenda Items

1 message

Alyssa Melillo <amelillo@twpunionschools.org>

Thu, Sep 27, 2018 at 12:22 PM

To: Diane Cappiello <dcappiello@twpunionschools.org>


Hey Diane,


Attached are Kawameeh's items to be put on the agenda.

Thank you :)

Alyssa Melillo
Kawameeh Middle School
(908) 851-6575

2 attachments

 **SA Reimburse Deczynski.pdf**
125K

 **SA Reimburse Leone.pdf**
129K

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: Kawameeh

Date: 10/02/18

DEPARTMENT: Library Account: #27

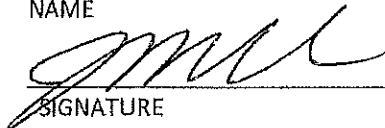
VENDOR: Scholastic Amount: \$2534.93

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Kawameeh's book fair 9/24-9/28/18

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

Jason Malanda

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



BOOK FAIR INVOICE

School Name: KAWAMEEH MIDDLE SCHOOL	Date: 09/28/2018
Address Line 1: 490 DAVID TERRACE	Invoice #: W3858981BF
Address Line 2:	Fair ID: 3858981
City, State, Zip: UNION, NJ, 07083	Account #: 319412
Chairperson's Name: MARY LEWIS	Region ID: 14
Chairperson's Phone: 9088516582	Rep Code:
Chairperson's Email: mlewis@twpunionschools.org	

BOOK FAIR SALES – INCLUDING SALES TAX

Cash & Checks		Credit Cards		POs		=	
\$3246.20	+	\$400.77	+	\$0.00	=		\$3646.97

Total includes any All for Books donations.

SALES TAX COLLECTED

Tax-Exempt Transactions	-	\$3616.07
Total Amount Collected (excluding Tax-Exempt Transactions)	=	\$30.90
Tax Rate (your tax rate is 6.625)	+	1.06625
Taxable Transactions (excluding Sales Tax)	=	\$28.88
Sales Tax Amount		\$1.92

BOOK FAIR SALES

Taxable Transactions (excluding Sales Tax)		\$28.98
Tax-Exempt Transactions	+	\$3616.07
Total Fair Sales (excluding Sales Tax)	=	3645.05

PROFIT OPTIONS

Your Fair Sales of \$3645.05 entitles you to receive (50%) in Scholastic Dollars or (25%) in Cash.

Scholastic Dollars Value	\$400.00
Cash Profit Value	\$711.27

AMOUNT DUE TO SCHOLASTIC

Total Fair Sales (excluding Sales Tax)		\$3645.05
Subtract Cash Profit	-	\$711.27
Sub-Total	=	\$2933.78
Subtract Credit Cards \$400.77 + POs \$0.00	-	\$400.77
Sub-Total	=	\$2533.01
Add Sales Tax	+	\$1.92
Sub-Total	=	\$2534.93
CHECK AMOUNT TO REMIT TO SCHOLASTIC BOOK FAIRS		\$2534.93

Print Name: _____
 Signature: _____
 Phone Number: _____