

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-Athletic Alumni Account

10/15/2014

DEPARTMENT: Athletics

Vendor: Nixon awards

VENDOR AMOUNT : \$2000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Nixon Awards for Banners

These new banners will be for the New Alumni Members that will be placed in the High School Gym.

These banners will list our Athletic Hall of Fame names and will be added to as the new inductees are named.

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

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

SCHOOL UHS

DATE 11/3/14

ACCOUNT NAME Chorus/Band Fundraiser

ACCT.# 2045

VENDOR All American Music Festival

AMOUNT \$4,250.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

airline deposit - Disney trip

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

Laurie DelGuercio
NAME

Laurie DelGuercio
SIGNATURE

BOARD APPROVAL DATE: 11/18/14

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

COMPLETE SECTION I ONLY

Date 11/3/14

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to pay \$ 4,250⁰⁰ to the order of all American Music Festival and charge the account of Chorus/band/springtrip Acc't. No. 45
Purpose: airline deposit - Disney Trip

spring trip
Club or Activity

[Signature]
Faculty Adviser - Signature

II. Account Balance \$ 77.23 * Verified by [Signature]
Date 11/3/14 Comment *Check not to be cut until all monies are deposited.

III. Approved For Board Approval Date _____
Principal - Signature

IV. Date Paid _____ Check No. _____ Account No. _____

Processed by _____

SUPERINTENDENT'S APPROVAL _____



November 3, 2014

Laura Muller
Band Director
UNION HS BAND
2350 North Third Street
Union, NJ 07083

INVOICE

85 passengers air deposit-nonrefundable	@ \$50.00	\$4,250.00
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TOTAL AMOUNT DUE		\$4,250.00
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Please make check payable to All American Music Festival

Sincerely,
Linda Stone
Youth & Music Market

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

SCHOOL UHS

DATE 11/3/14

ACCOUNT NAME R.O.T.C.

ACCT.# 2051

VENDOR Twp of Union Board of Education

AMOUNT \$ 2400.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

transportation to Gloucester High School drill meet

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

Laurie DeGuercio

NAME

Laurie DeGuercio

SIGNATURE

BOARD APPROVAL DATE: 11/18/14

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

COMPLETE SECTION I ONLY

Date 10/29/14

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to pay \$ 2400. to the order of Union Twp. BOE. and charge the account of JROTC Acc't. No. 2051

Purpose: Transportation to Gloucester H.S. Drill Meet

JROTC
Club or Activity

[Signature]
Faculty Adviser - Signature

II. Account Balance \$ 8,746.33 Verified by [Signature]

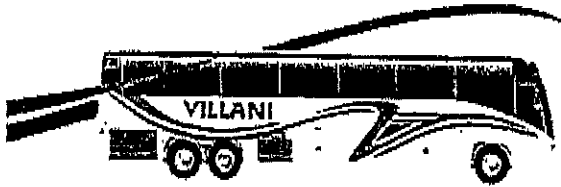
Date 11/3/14 Comment _____

III. Approved For Board Approval Date _____
Principal - Signature

IV. Date Paid _____ Check No. _____ Account No. _____

Processed by _____

SUPERINTENDENT'S APPROVAL _____



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: 10/29/14
 Charter No.: 51144
 Phone: 908-851-4889
 Fax: 908-851-6539
 Order Date: 10/29/14
 SalesRep: Mr.Shabazz

LTC. Jose Torres
 Union High School
 22350 N. 3rd. Street
 Union, NJ 07083 USA

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: JR ROTC GROUP
 Group Leader: LTC. Jose Torres
 Destination: Gloucester, Massachusetts
 Leave Date: Friday, January 16, 2015
 Spot Time: 5:30 am
 Leave Time: 6:00 am
 Pickup Location: Union High School
 North 3rd Street
 Union NJ

Coaches: 1
 Equipment: 1-55 Motorcoach
 Return Date: Saturday, January 17, 2015
 Retn\Drop Time: 6:00 pm
 Destination Details: Gloucester High School
 32 Leslie Old Johnosn Road
 Gloucester, Massachusetts

Description	# Coaches	Qty	Rate	Charge
Multi-Day Trip: W/Local Usage	1	1.00	\$2,400.00	\$2,400.00
Itinerary required in VBC office prior to trip.	1	1.00	\$0.00	\$0.00
INDIVIDUAL ROOMS PER OPERATOR ARE REQUIRED	1	1.00	\$0.00	\$0.00
Transportation rate does not include gratuity	1	1.00	\$0.00	\$0.00
UNSIGNED CONFIRMATION WILL VOID RESERVATION	1	1.00	\$0.00	\$0.00

Due Dates	Description	Amount	Date Received	Transport Charge:	\$2,400.00
11/12/14	Signed Contract			Amount Paid	\$0.00
02/16/15	Final Payment	\$2,400.00		Balance Due	\$2,400.00

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.

Sincerely,

Charter Party Authorized Signature _____ Date _____

Mr.Shabazz

TOWNSHIP OF UNION BOARD OF EDUCATION
Business Office
Union, New Jersey 07083

Purchase Order Rationale Form

A. Educational Rationale

As a result of this purchase, please explain what will students learn or how students will benefit. Note any educational achievement or program that may be linked to this purchase.

STUDENT WILL LEARN AND APPLY LEADERSHIP AND COMMUNICATION SKILLS IN AN INTENSE Drill Competition environment

B. Operational Rationale

Provide a brief explanation how this purchase is of operational value to your school/office. Note any particular benefits to the district. Explain whether any goods/services are being utilized on a regular basis and whether they are useful on a long term basis.

Transportation cost for Villani Bus Company FOR Gloucester H.S. Drill Meet Jan 16-17, 2015

Name of School/Office Administrator/Supervisor Linda Ionta

Signature: _____ Date _____

Name of Vendor Villani Bus Company Bristol Acct 2051
Amount \$ 2400 Account # 11-000-270-512-01-10 X 7538

_____ Approved _____ Not Approved

Other: _____

_____ Date _____ _____ Date _____
Manuel E. Vieira Mr. Gregory A. Tatum
Business Administrator Interim Superintendent

Please attach the Rationale Form to the Purchase Order
One Form per Purchase Order

**TOWNSHIP OF UNION BOARD OF EDUCATION
FIELD TRIP APPROVAL REQUEST
APPLICATION DATE: 18 Aug 14**

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 9-12
 TEACHER(S) LTC Torres
 DATE OF TRIP January 16-17, 2015
 DESTINATION Gloucester High School
 ADDRESS / CITY 32 Leslie Old Johnson Road, Gloucester, MA 01930
 (Please attach directions)
 PURPOSE OF TRIP To attend Gloucester H.S. Drill Meet
 (Must be of educational value to the children)

Pick-up Time: Jan 16 6:00 AM Specific Location A101, UHS
 (No earlier than 9:10 AM)

Return Time: Jan 17 10:00 PM Specific Location Gloucester H.S.
 (Must be back at school by 1:40 PM)

Total Number of Passengers 50 (Bus Capacity is 54, Van Capacity is 16)
UHS BOOSTER JROTC ACC'T # 20512, 000

DISTRICT BUDGET ACCOUNT NUMBER/FUNDING SOURCE: 11-401-100-290-04-10 X 7957 \$150.00 PB

TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR

I am requesting in house transportation

1. In house Bus 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
Amount that students fundraised = _____

I am requesting outside vendor for transportation

1. Outside Contractor cost	=	\$ 2,020.00	TRANS
2. Entrance Fee	=	\$ 150.00	
3. Total Trip Cost: Add 1 & 2 =		\$ 3,400	
4. District Cost	=	\$ 150.00	
5. Student Cost	=	1,250.00	HOTEL COST
6. Any other Cost incurred	=	_____	25 PP

Line 3 should equal the total of lines 4+5+6

Supervisor's Approval [Signature] Date 9/29/14
 Principal's Approval [Signature] Date 9/23/14

** 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	<input checked="" type="checkbox"/>			OCT 21 2014
Business Admin	<u>[Signature]</u>			
Transportation	<u>[Signature]</u>			10-6-14

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

SCHOOL UHS

DATE 11/3/14

ACCOUNT NAME UHS PAC

ACCT.# 2077

VENDOR Music Theatre International

AMOUNT \$ 2070.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

rights for concert reading of A Christmas Carol

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

Laurie DelGuercio
NAME

Laurie DelGuercio
SIGNATURE

BOARD APPROVAL DATE: 11/18/14

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

JAMES J. DAMATO, BOARD SECRETARY

DATE

Manuel E. Vieira, Business Administrator

DATE

COMPLETE SECTION I ONLY

Date 10/29

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to pay \$ 2,070.00 to the order of Music Theatre International and charge the account of VHSPAC Acc't. No. 77

Purpose: Rights For Concert Reading of A Christmas

Casol

Fundraiser

Club or Activity

Faculty Adviser - Signature

II. Account Balance \$ 4035.13 Verified by [Signature]

Date 11/3/14 Comment _____

III. Approved For Board Approval Date _____
Principal - Signature

IV. Date Paid _____ Check No. _____ Account No. _____

[Print this Page](#)

Email: JMOSSER@TWPUNIONSCHOOLS.ORG

[Email this Invoice](#)

[Close this Window](#)



MUSIC THEATRE INTERNATIONAL

INVOICE

427 West 54th St., 2nd fl., New York, NY 10019 • licensing@mtishows.com • www.mtishows.com

Invoice # 557144

Invoice Date 09/18/2014

Organization UNION HIGH SCHOOL
Customer Number 0023722
Show A CHRISTMAS CAROL
Booking# 9215984
Performance Dates 12/20/2014 - 12/20/2014
Production Type NON-EQUITY
Cash Due Date 10/01/2014
Billing Address JAMES MOSSER
 2350 NORTH THIRD STREET
 UNION, UNION, NJ 07083
 US

Phone 908-851-6780
Fax 908-851-6457
Email jmosser@twpunionschools.org

CHARGE/DESCRIPTION	QUANTITY	RATE	AMOUNT
Royalty A	2	\$760.00	\$1,520.00
Rental Fee	1	\$550.00	\$550.00
Security Fee			\$400.00

Sub Total \$2,470.00
Payment (\$400.00)

TOTAL BALANCE DUE: \$2,070.00

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