

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

pay \$ 1180.00 to the order of K-Tra Mile Fitness LLC

and charge the account of Fresh Orientation Class of 2012 Acc't. No. 2009

Purpose: Payment of remaining balance
See attached

Fresh Orientation
Club or Activity

Jacarie DePue
Faculty Adviser - Signature

II. Account Balance \$ 1105.83

Verified by [Signature]

Date 8/29/12

Comment remainder to be raised during
freshman orientation

III. Approved _____
Principal - Signature

Date _____

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

Processed by _____

SUPERINTENDENT'S APPROVAL _____

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

SCHOOL UHS
ACCOUNT NAME Fresh Orientation Class
VENDOR X-ta Mile Fitness LLC

DATE 8/29/12
ACCT.# 2009
AMOUNT \$ 1180.00

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

freshman t-shirts
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: 9/18/12

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

KAREN M. DUNN/BUSINESS ADMINISTRATOR

DATE

X-tra Mile Fitness LLC

INVOICE

304 Centennial Avenue
Cranford, NJ 07016
Phone (908) 397-4113

INVOICE # 2001
DATE: 8/27/12

TO:
Union High School
2350 North 3rd Street
Union, NJ 07083

FOR:
Balance Freshman Orientation T-Shirts

(908) 851-6500

DESCRIPTION	RATE	QUANTITY	AMOUNT
T-Shirts, Printing (2 Color), Screen Burning, Screen Clean-up,	\$6.50	320 Shirts	\$2080.00
		Deposit Paid	-\$900.00
TOTAL DUE			\$1180.00

Make all checks payable to **X-tra Mile Fitness LLC**
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!