

F-9



Diane Cappiello <dcappiello@twpunionschools.org>

# Exhibit B-1 - UHS Music/Theatre - Squeek Lights LLC and Audio Inc. for Dec 2021 BOE Mtg

1 message

**Laura Finnerty** <lfinnerty@twpunionschools.org>  
To: Diane Cappiello <dcappiello@twpunionschools.org>  
Cc: Melissa Abbate <mabbate@twpunionschools.org>

Wed, Nov 17, 2021 at 11:20 AM

Good morning, Diane -

Please find attached two Exhibit B-1 forms for the Music/Theatre UHS SAA 2077. Can you please add these to the agenda for the December 2021 BOE meeting?

As always, your help is greatly appreciated!

Thank you,

Laura Finnerty  
Secretary and UHS SAA Bookkeeper  
Union High School - Main Office  
2350 North Third Street  
Union, NJ 07083  
(908) 851-6501

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 **UHS Music-Theatre Exhibit B-1 Purchase Requests - Squeek Lights LLC and Audio Inc..pdf**  
772K

EXHIBIT B-1

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

SCHOOL: Union High School Date: 11/17/2021  
DEPARTMENT: Music/Theatre Account: 2077  
VENDOR: Squeek Lights LLC Amount: 7,999.72

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Lighting rental, design, and technician for  
VHSPAC production of All Together Now

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

NAME: Melissa Abbate

SIGNATURE: Melissa Abbate

.....  
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 \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator \_\_\_\_\_ Date : \_\_\_\_\_

UHS STUDENT ACTIVITIES ACCOUNT

DATE:

I. This will authorize the Treasurer of the **UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT**

Pay \$ **7,999.72** to the order of **Squeek Lights LLC**

Charge to CLUB ACCOUNT: **UHSPAC** Acct.No. **2077**

Purpose: **Lighting equipment rental, design, and technician for UHSPAC production of All Together Now**

**UHSPAC** 

Club Name Club Advisor Signature

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II. Account Balance: \_\_\_\_\_ Verified By: \_\_\_\_\_

Date: \_\_\_\_\_ Comment: \_\_\_\_\_

III. Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Principal – Signature

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IV. Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed By: \_\_\_\_\_

\_\_\_\_\_



**Squeek Lights LLC**  
117 Mountain Avenue  
Middlesex, NJ 08846  
(630) 335-2112  
Victor@SqueekLights.com  
www.SqueekLights.com

## INVOICE

### BILL TO

Union High School  
2350 North 3rd St  
Union, New Jersey 07083  
United States

**INVOICE # 1722**

**DATE 11/05/2021**

**DUE DATE 01/04/2022**

**TERMS Net 60**

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DESCRIPTION	QTY	RATE	AMOUNT
<b>Rental</b> Union High School	1	5,399.72	5,399.72
<b>Delivery</b>	1	600.00	600.00
<b>Labor</b>	1	2,000.00	2,000.00

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BALANCE DUE

**\$7,999.72**

EXHIBIT B-1

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

SCHOOL: Union High School Date: 11/17/2021  
DEPARTMENT: Music/Theatre Account: 2077  
VENDOR: Audio Inc. Amount: 5,464.74

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Audio equipment rental and operation for  
UHSPAC production of All Together Now

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

NAME: Melissa Abbate

SIGNATURE: Melissa Abbate

.....  
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 \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator \_\_\_\_\_ Date : \_\_\_\_\_

UHS STUDENT ACTIVITIES ACCOUNT

DATE:

I. This will authorize the Treasurer of the **UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT**

Pay \$ **5,464.74** to the order of **Audio Inc.**

Charge to CLUB ACCOUNT: **UHSPAC** Acct.No. **2077**

Purpose: **Audio equipment rental and operation for UHSPAC production of**

**All Together Now**

**UHSPAC**

*Melissa Albert*

Club Name

Club Advisor Signature

II. Account Balance: \_\_\_\_\_ Verified By: \_\_\_\_\_

Date: \_\_\_\_\_ Comment: \_\_\_\_\_

III. Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Principal – Signature

IV. Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed By: \_\_\_\_\_



# Audio Inc

170 W Westfield Ave Suite 1  
Roselle Park NJ 07204

908-620-1007      *ai.accounting@audioinc.us*

# Invoice

**Invoice No**            955275  
**Invoice Date**        11/8/2021  
**Quote #**                5407  
**Payment Terms**      14 Days

**Venue / Ship To**  
Union High School  
2350 N 3rd St  
Union, NJ 07083

**Purchase Order #**

**Bill To**

Union High School  
2350 N 3rd St  
Union NJ 07083

**Job / Project**            RQ5407 - Musical Review

**Service Date**            11/08-11/14/2021

Description	Amount
Equipment Rental - Audio / Video / Lighting / Staging	2,449.74
Crew - Installation / Operation	2,715.00
Transportation / Cartage	300.00

www.audioincorporated.com

**Subtotal**                            \$5,464.74  
**Sales Tax (6.625%)**                \$0.00  
**Payments/Credits**                 \$0.00  
**Amount Due**                        \$5,464.74

Please pay by the date shown. Invoices not paid within terms are subject to 1 1/2% monthly finance charges.

**Please Pay By**                            11/22/2021



Diane Cappiello <dcappiello@twpunionschools.org>

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## Exhibit B-1 for UHS Hiking Club for December 2021 BOE Meeting

1 message

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**Laura Finnerty** <lfinnerty@twpunionschools.org>  
To: Diane Cappiello <dcappiello@twpunionschools.org>  
Cc: Adam Raffaele <araffaele@twpunionschools.org>

Thu, Nov 18, 2021 at 2:20 PM

Good afternoon, Diane -

Please find attached an Exhibit B-1 form for the Hiking Club UHS SAA 2072. Can you please add this to the agenda for the December 2021 BOE meeting?

As always, your help is greatly appreciated!

Thank you,

Laura Finnerty  
Secretary and UHS SAA Bookkeeper  
Union High School - Main Office  
2350 North Third Street  
Union, NJ 07083  
(908) 851-6501

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 **Exhibit B-1 for Hiking Club for Purchase from Fundraising.com.pdf**  
418K



EXHIBIT B-1

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

SCHOOL: UNION HIGH SCHOOL Date: 11/18/21  
DEPARTMENT: SCIENCE Account: 2072  
VENDOR: FUNDRAISING.COM Amount: \$1,560.<sup>00</sup>

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

PAY VENDOR FOR FUNDRAISING MATERIALS  
\_\_\_\_\_  
\_\_\_\_\_

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

NAME: ADAM RAFFAELE

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 \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator \_\_\_\_\_ Date : \_\_\_\_\_



Diane Cappiello <dcappiello@twpunionschools.org>

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## Exhibit B-1 for UHS Dance Club for December 2021 BOE Meeting

1 message

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**Laura Finnerty** <lfinnerty@twpunionschools.org>  
To: Diane Cappiello <dcappiello@twpunionschools.org>  
Cc: Ashley Carr <acarr@twpunionschools.org>

Mon, Nov 8, 2021 at 11:58 AM

Good afternoon, Diane -

Please find attached an Exhibit B-1 form for the Dance Club UHS SAA 2083. Can you please add this to the agenda for the December 2021 BOE meeting?

As always, your help is greatly appreciated!

Thank you,

Laura Finnerty  
Secretary and UHS SAA Bookkeeper  
Union High School - Main Office  
2350 North Third Street  
Union, NJ 07083  
(908) 851-6501

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 **Exhibit B-1 for UHS Dance Club.pdf**  
416K

EXHIBIT B-1

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

SCHOOL: Union High School Date: NOV. 8, 2021  
DEPARTMENT: Dance Club Account: 2083  
VENDOR: dm Associates Amount: \$1210.00

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Dance Team Gear  
\_\_\_\_\_  
\_\_\_\_\_

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

NAME: Ashley B. Carr

SIGNATURE: Ashley B Carr



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 \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator \_\_\_\_\_ Date : \_\_\_\_\_

ICM Associates  
 37 Twin Brooks Ave  
 Middletown, NJ 07748 US  
 macchio.jennifer@gmail.com

# Invoice



**BILL TO**  
 Union High School Dance Team  
 Attn: Ashley Carr  
 2350 N. Third Street  
 Union NJ 07083

**SHIP TO**  
 Union High School Dance Team  
 Attn: Ashley Carr  
 2350 N. Third Street  
 Union NJ 07083

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
6383	10/03/2021	\$1,210.00	10/18/2021	Net 15	

**SALES REP**  
 Paula

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/05/2021	<b>Full Zip Jacket</b>	Job Name: Union High School Dance Team  Style #229342 Holloway Zip Jacket Determination Color: Maroon/White Imprint: Full back - two color ink Left chest personalization White ink Sizes: 3-Small, 6-Medium, 2-Large, 1-XLarge, 1-2XL	13	60.00	780.00
10/05/2021	<b>Pants</b>	Style #229780 Holloway Ladies Limitless Pant Color: Maroon/White Blank Size: 2-XS, 3-S, 4-M, 3-L	12	40.00	480.00
10/05/2021	<b>Duffel Bags</b>	Style #511 Duffel bag Color: Black Imprint: Full three-color Personalization in white ink	13	50.00	650.00
10/05/2021	<b>Artwork</b>	Artwork Setup	1	60.00	60.00

Thank you for your business!

PAYMENT  
 BALANCE DUE

760.00  
**\$1,210.00**

EXHIBIT B-1

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

SCHOOL: Union High School Date: 12/1/2021

DEPARTMENT: Theatre Account: 2077

VENDOR: 11thourDesign Amount: 6,430.07

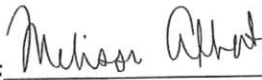
PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Design services for fall production - scenic design and materials, apparel

design and printing, creative design and marketing, print materials

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

NAME: Melissa Abbate

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 \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator \_\_\_\_\_ Date : \_\_\_\_\_