

EXHIBIT B-1

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

SCHOOL: Kawameeh

Date: 11/6/25

DEPARTMENT: Administration

Account: # 52


VENDOR: Charter Up

Amount: \$1100.00 (not to exceed)

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Field trip for  
Young Women of Purpose club  
members on 5/15/25.

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

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Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the School Business Administrator/Board Secretary, 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.

\_\_\_\_\_  
Yolanda Koon  
School Business Administrator/Board Secretary

\_\_\_\_\_  
Date



**CharterUP, LLC.**  
6595 Roswell Rd, Ste. G 291  
Atlanta, GA 30328

**Invoice (estimate)**  
ID: 1095870-4483  
Issue Date: 01/06/2025

Prices and availability may change until booked. Please note that this quote is based off the exact itinerary listed and any adjustments may affect pricing.

**BILL TO**  
Kamuela Tillman  
ktillman@twpunionschools.org  
(908) 705-1630

**PAYMENT (estimate)**  
Total due: \$1,054.56  
Due date: 5/8/2025

**PREPARED BY**  
Rebekah Gutierrez  
rebekah.gutierrez@charterup.com  
(855) 920-2287

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## Trip 1: Kawameeh Middle School to Kawameeh Middle School - Operated by: XYL Motorcoach Rental

Trip type: Hourly  
Passengers: 18

Vehicle(s): 1 Mini Bus  
Drivers: 1

Requirements: None

### STOP 1

Kawameeh Middle School  
490 David Terrace, Union, NJ, 07083  
Pickup: 5/15/2025 9:15 AM

### STOP 2

Ellen's Stardust Diner  
1650 Broadway, New York, NY, 10019  
Dropoff: 5/15/2025 10:00 AM  
Pickup: 5/15/2025 12:15 PM

### STOP 3

Bernard B. Jacobs Theatre  
242 W 45th St, New York, NY, 10036  
Dropoff: 5/15/2025 12:30 PM  
Pickup: 5/15/2025 3:15 PM

### STOP 4

Kawameeh Middle School  
490 David Terrace, Union, NJ, 07083  
Dropoff: 5/15/2025 4:00 PM

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## Charges

Base Fare	\$1,137.60
Processing Fees	\$34.13
Discount	-\$117.17
<b>Total due (USD)</b>	<b>\$1,054.56</b>

By Reserving online at Charterup.com, you agree to our Terms and Conditions for Transportation Reservations.  
(<https://www.charterup.com/transportation-terms/>)

Signature

Title

Kamuela Tillman

1/6/25

Name

Date

**FIELD TRIP APPROVAL REQUEST**

Pursuant to N.J.A.C. 6A:23A-5:8 Field Trips must be pre-approved by the Board and not solely for entertainment purposes.

**ALL REQUESTS MUST BE RECEIVED IN THE TRANSPORTATION OFFICE NO LATER THAN 12 NOON ON THE TRANSPORTATION AGENDA DEADLINE DATE**

Application Date: January 3, 2025  
 School Kawameeh Middle School Grade Tillman 7th/8thgrade  
 Teacher(s) Name Kamuela Tillman, Michelle Nick, Para Brandon Williams, Para Tiffany T  
 Date of Trip May 15, 2024  
 Destination Bernard Jacobs Theater & Ellen's Stardust Diner  
 Address 242 W 45th St, New York, NY 10036 & 1650 Broadway, New York, NY 10019  
 Purpose of Trip Students engage with real life applications of social sciences with museum exhibits of ancient civilizations studied in World History during the school year.  
 Departure time (No earlier than 9:15am) 9:15 am Pick up location Kawameeh Middle School  
 Return time (Must be back by 1:40pm) 4:30 pm  
 # of Passengers 18 # of Wheelchairs 0 (Bus capacity = 54 Van capacity = 16)  
 Transportation Funding Source (Systems 3000 Budget Acct.#) Student/Parent payments

**TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR**

\*\*Please compute in-house transportation costs as follows: \$55.00 per hour weekdays, \$90.00 per hour after 4pm and on weekends multiplied by the number of vehicles needed. **MINIMUM of 2 hours.** Additional ¼ hour will be added on for travel time to and from the school. \*\*

**Failure to complete this form in its ENTIRETY will result in denial**

<input type="checkbox"/> I am requesting IN-HOUSE transportation	<input checked="" type="checkbox"/> I will be using an OUTSIDE contractor (Include confirmation with request)
1. In house bus cost = _____	1. Contractor bus cost = <u>\$1,054.56</u>
2. Entrance fee = _____	2. Entrance fee = <u>\$ 1,967.89</u>
3. Total (add 1 & 2) = _____	3. Total (add 1 & 2) = <u>\$3,022.45</u>
4. District bus cost = _____	4. District bus cost = <u>\$0.00</u>
5. Student bus cost = _____	5. Student bus cost = <u>\$1,054.56</u>
6. District cost fees = _____	6. District cost fees = <u>\$0.00</u>
7. Student cost fees = _____	7. Student cost fees = <u>\$1,967.89</u>
Line 3 should EQUAL the TOTAL of lines 4+5+6+7	Line 3 should EQUAL the TOTAL of lines 4+5+6+7

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Principal Signature [Signature] Date 1/6/25

	Approved	Denied	Reason	Date
School Business Admin.				
Transportation				