

EXHIBIT B-1

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

SCHOOL: Kawameeh

Date: 6/9/2020

DEPARTMENT: principal

Account: # 26

VENDOR: Jostens

Amount: \$2413.25

PURPOSE OF EXPENDITURE (attach appropriate invoice(s): Final payment for  
2019-2020 yearbooks.

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

Jason Malanda  
NAME

[Signature]  
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 attached.

\_\_\_\_\_  
Manuel E. Vieira, Business Administrator

\_\_\_\_\_  
Date

Township of Union Schools K-12



Diane Cappiello &lt;dcappiello@twpunionschools.org&gt;

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**Fwd: invoices**

1 message

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

Tue, Jun 30, 2020 at 2:52 PM

Good afternoon, Diane -

Can you please add the attached invoices and Exhibit B-1 forms to the July Board Meeting agenda?

**School/Club:** Music/Theatre  
**School Account #:** 2077  
**Amount of Check:** \$3,966.64  
**Payable to:** 4Wall Entertainment  
**For:** Lighting rental for Spring production

**School/Club:** Music/Theatre  
**School Account #:** 2077  
**Amount of Check:** \$4,265.00  
**Payable to:** 11th Hour Design  
**For:** Marketing materials and set building materials for Spring production

As always, your help is greatly appreciated!

Thank you,

Laura

----- Forwarded message -----  
From: **Melissa Abbate** <mabbate@twpunionschools.org>  
Date: Tue, Jun 30, 2020 at 11:37 AM  
Subject: Invoices for Board Approval  
To: Laura Finnerty <lfinnerty@twpunionschools.org>

Hi Laura. I have a couple large invoices to pay. Is it too late to get these on the July board meeting? Invoices, check slips and Exhibit B-1 are all attached.

Thank you!

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**2 attachments**

 **4WallEntertainment.pdf**  
723K

 **11thhourDesign.pdf**  
691K

EXHIBIT B-1

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

SCHOOL: UHS DATE: 6/30/2020  
DEPARTMENT: Music/Theatre ACCOUNT: 2077  
VENDOR: 11hour Design AMOUNT: 4265.00

PURPOSE OF EXPENDITURE (Please attach the appropriate invoice(s):

marketing materials and set-building materials  
for Spring production

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

NAME: Melissa Abbate

SIGNATURE: Melissa Abbate

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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.

\_\_\_\_\_  
Manny Vieira, Business Administrator

\_\_\_\_\_  
Date





EXHIBIT B-1

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

SCHOOL: UHS DATE: 6/30/2020

DEPARTMENT: ~~#~~ Music/Theatre ACCOUNT: 2077

VENDOR: 4 Wall Entertainment AMOUNT: 3966.64

PURPOSE OF EXPENDITURE (Please attach the appropriate invoice(s):

lighting rental for Spring production (responsible  
for 1 week of full rental)

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

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.

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



**Billing Statement**

Date: 06/23/2020

1 CAROL PLACE  
 MOONACHIE, NJ 07074 USA  
 Phone: (201) 329-9878  
 Fax: (201) 329-9890

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**Issued To** **Statement Period: 06/23/2020 - 06/23/2020**

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UNION HIGH SCHOOL  
 2350 NORTH THIRD STREET  
 UNION, NJ 07083

**Total Balance: 3,966.64**

Date	Invoice No.	P.O. Number / Order Description	Amount	Credits	Balance
03/11/2020	N181658	P.O. No: LETTER OF INTENT Order No: N171482 CHICAGO	11,900.00	0.00	11,900.00
06/09/2020	N181658A	CREDIT MEMO	(7,933.36)	0.00	(7,933.36)

Total	Current	31-60	61-90	Over 90
<b>3,966.64</b>	<b>(7,933.36)</b>	<b>0.00</b>	<b>0.00</b>	<b>11,900.00</b>