for a Co

# ATHLETIC DEPARTMENT

## Memo

To:

Diane Cappiello

From:

Phyllis Lang, Secretary

Athletic Office

Re:

Add to agenda over \$1000.00 Expenditure

Date:

5/10/2017

Attached are Expenditures for the Athletics over \$1000.00.

1)

Cesar Vega for Summer Boys volleyball at Kean University

Please approve at the next Board Meeting.

Thank you

Phyllis

### EXHIBIT B-1

School: Union High School Athletics	<b>Date</b> : 5/10/2017
Department: Athletics	Account: 3335
Vendor: Cesar Vega- coach	Amount: approx. \$2500.00
PURPOSE OF EXPENDITURE [attach appropriate invoice(	
to go to a summer Volleyball camp, at Kean University.	This is just an estimation, if the whole team
were to go. The team will pay a portion and the stud	dent will pay a portion.
In accordance with the Student Organization Fund – Polithe referenced expenditure in excess of \$1,000.  Linda Ionta-Director of Athletics  NAME	cy and Procedure Manual, I request approval of
SIGNATURE	
**************************************	iral Manual, student bodies, only written
I approve the purchase of goods/services per the attache	ed.
,	
Gregory Brennan, Business Administrator	Date

## EXHIBIT B-1

Student Organization Fund Approval for	Expenditure in Excess of \$1,000.00.
School: Kawameeh Middle School	Date: 06/05/2017
Department: Principal	
Vendor: Jostens Yearbook Inc.	Amount: \$4,000.00
PURPOSE OF EXPENDITURE (Attach	appropriate invoice(s):
Remainder due for 2016-2017 yearbooks	•
In accordance with the Student Organiza Manual, I request approval of the referen \$1,000.00	•
Jason Malanda – Principal Name Signature	
Per the Student Organization Fund - Polithedies, only with written approval of eithedies Administrator, may obligate themselves and services greater than \$1000.00.	ner/or the Board Secretary/Business
I approve the purchase of goods/se	rvices per the attached.
Gregory E. Brennan, Business Administr	rator Date
φ ν - , —	



### **INVOICE**

Please Pay From This Invoice

Remit To: Jostens 21336 NETWORK PLACE CHICAGO IL 60673-1213

Ship To: No	. 1056262	Sold To	): No. 1056262	· · · · · · · · · · · · · · · · · · ·	Invoice #		Date	Page
WAMEEH MIDDLE SC	HOOL		MEEH MIDDLE SCH	IOOL	1091104		UN-2017	1 of 1
JO DAVID TERRACE			VID TERRACE		Terms	Job	Number	Job Year
UNION NJ 07083		UNION	NJ 07083		NET 30		7353	2017
					Customer PO	Number		
Bill To:		No. 10	056262					
				Revised D		****		gent#
KΔ\Λ/ΔΜΕ	H MIDDLE	SCHOOL		03-JUN-20			09	980
YEARBOO		GOHOOL			Scheduled De	livery	Copies	Pages
		•			01-JUN-20	17	195	72
	TERRACE	•					,	
UNION NJ		oll .			For	Customer 800-32	r Service C 2-9725	Call
ine # Description	anda Maxw	CII				Sell Prid	re	
	10.000000000	***				2011 111		
	IS PROGRAM		DIEO					
		_ COLOR, 125 CC	PIES					4,371.0
15 EXTRA C	AL COPIES @	9 \$29						2,030.0
		DO NOT SELL OF	THEE VOUD OVE	RRUN COPIES, PLEA	A O E E NAME O D			390.9
		TO NOT SELL OF	COSE TOUR OVE	AYS OF YOUR INVO	ASE E-WAIL OK	ŀ		),
THE NUMBER	S OF OVEDDI	AND AUTHOR OF	UNABLE TO SELL	ATS OF TOUR INVO	ICE DATE WITH			
		SIGNED COVER	DINABLE TO SELL	UK USE,				MOLLING
			ET-UP \$500 SPLIT	WITH DED				INCLUDE
	PAPER STOCK		11-0F \$500 SELIT	WIITKER				250.0
		IEEN ENDSHEET	·c					INCLUDE
		P INSERT @ \$1.2						INCLUDE
		GRAPH SECTION						245.7 INCLUDE
	RE PACKAGE		10					324.0
	E PEN @ \$6.1							6.
	LIZATIONS @							284,0
63 ICONS @		, • 1						126.0
		ERSONALIZATIO	N					-144.0
			CTIONS @ \$1,25					5.0
l l	CKETS @ \$1.		- 110710 G 41120					2.5
	ASTIC COVE							17.5
								,,,,
	SIT PAYMEN	TS SUBMITTED 8	SY SCHOOL					-4,037.3
1 NET DEPOSI	T BALANCE							-4,037.3
Total Charges	Shipping & Handling	Total Tax	Subtotal +	Total Credits/ Adjustments	Total Deposits/Payments	Plea	se Pay Thi	s Amount
	+	r	T	(-)	Deposits/Payments			
7,908.79	119.00	0.00	8,027.79	0.00	-4,037.39		3,990,4	0
. ,	.,	5.50	1 0,0-1.10	1 0.00	T1001.00		0,000.4	

Please Detach and Return This Portion With Your Payment. Thank You For Your Order.

Customer PO Number	Customer Number	Invoice Number	Invoice Date	Amount	Payment
	1056262	1091104	03-JUN-2017	3,990.40	

Remit

Jostens

To: 21336 NETWORK PLACE

CHICAGO IL 60673-1213

KAWAMEEH MIDDLE SCHOOL YEARBOOK

490 DAVID TERRACE UNION NJ 07083



TOWNSHIP OF UNION BOARD OF EDUCATION - UNION, NEW JERSEY

SCHOOL: UHS  ACCT. NAME: A.P. EXAMS  VENDOR: COLLEGE BOARD  PURPOSE OF EXPENDITURE [attach appropriate invoice(s):	Date: 6 5 17 Account: 2025 Amount: 48 8,7 5,00
see attached	
In accordance with the Student Organization Fund – Policy and the referenced expenditure in excess of \$1,000.  Laurie Guercio  Name  SIGNATURE  BOARD APPROVAL DATE: (0) 17  ***********************************	
Per the Student Organization Funds – Policy and Procedural Ma approval of either/or the Board Secretary/Business Administrate for the purchase of goods and services greater than \$1,000.	• •
I approve the purchase of goods/services per the attached.	
Gregory E. Brennan, Business Administrator Date	

	COMPLETE SECTION I ONLY	DATE 5/16/17	
	1. This will authorize the Treasurer of the UNION	^ ;	
- 	Pay \$ 18, 715.00 to the order of _	College board	
n a gy	and charge the account of	UMS Acct. No 2025	
	Purpose: To pay for A	o clams Student took	
	in May 20		
	Af Program	Lillyara )	
	Club or Activity	Faculty Adviser – Signature	
	II. Account Balance #33, 393, 61	Verified by	
	Date 6/6/17 Comment.		-
	III. Approved	Date	
	Principal Signature		
	IV. Date Paid Check No.	Acct. No	

Processed by\_

## **♦** CollegeBoard

## AP Exam Ordering

AP Exam Invoice: School Copy

5/15/2017 10:16

311510 UNION HIGH SCHOOL 2350 N 3RD ST UNION, NJ 070835049 AP Coordinator Name: KINDA DESAVQ

AP Coordinator Email:

L Decrora Dtwownion school song

		Check Number:	<u> </u>	<u> </u>
I verify that all of the information provided is accurate to documentation of its fee assistance contribution.	the best	Linda	nd may be used by the DeKova	
Signature		Print Name	. J	:
Fees		- •	~	
Items		Quantity	Fee per Item	Total
A, Used exams		268	\$84,00	\$22,512.00
B. Unused exams		. 5	\$15,00 ¦	\$75.00
C. Late Testing Exam surcharge	,	υ 0	\$45.00	\$0.00
D. Exam Orders placed after the Extension Deadline		1 .	\$55.00	\$55.00
E. Score Labels	•	0 '	\$100.00	\$0.00
F, Late-payment fee		o :	\$225.00	\$0.00
Total Fees	-	·		\$22,642.00
Credits			•	
Items		Quantity	Credits per Item	Total
G. Payments		-		\$0.00
H. Unused Exams Used as Reader Copies	;	0 !	\$15.00	\$0,00
I. Credit for exams replaced by alternates	2	0	\$15.00	\$0,00
J. Credit for Late Testing Exam surcharge		0	\$45.00	\$0.00
K. College Board fée reductions		77	\$31.00	\$2,387.00
L. Contractual credit		۵	\$0.00 <sup>1</sup>	\$0.00
M. Option 1 New Jersey Fee Reduction	1	77	\$20,00	\$1,540.00
N. Option 2 New Jersey Fee Reduction	ŧ	0 :	\$0.00	\$0,00
Adjustments	•		•	\$0.00
Total Credits			;'	\$3,927.00

\$18,715.00

AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM

TOWNSHIP OF UNION BOARD OF EDUCATION UNION, NEW JERSEY

SCHOOL: UHS	Date: 6/6/17
ACCT. NAME: UHSPAC	Account: 2077
vendor: Broadway Costumes	Amount: # 2, 109.50
PURPOSE OF EXPENDITURE [attach appropriate invoided from Rising	:e(s): Star Awards performance
See attached	
In accordance with the Student Organization Fund — Fithe referenced expenditure in excess of \$1,000.  LOUIL DEGUCCO  Name  SIGNATURE  BOARD APPROVAL DATE: 0/20/17  ***********************************	**************************************
Gregory E. Brennan, Business Administrator	Date

	<ol> <li>This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIAT</li> </ol>	ION	
19	Pay \$ 2, 109.50 to the order of Broadway Cost	unes	
	and charge the account of UHSPAC	Acct. No_	77
	Purpose: Costume RENTAL FOR RISING STAT	Aunde	
	Performence of GNdorella		
-	Restaurance of Goderella		• ••••
	Club or Activity Faculty Adviser - Signature		
	II. Account Balance \$9,437,20 Verified by COUN		
	Date 6 6 7 Comment		<del></del>
	III. Approved Date		<del></del>
	Principal — Signature		
	IV. Date Paid Check No. Acct. No.		
	Processed by		



312www.broadwaycostumes.com

#### Established 1886

•	
100 West Cermak • Chicago • Illinois • 60608	Out Date: Friday, May 26, 2017
-829-6400 • 800-397-3316 • 312-829-8621 (fax)	DE UL LIONE

Method: Ship

Show Title: Cinderella (2013)

Contract #: R- 76962

Name:	James Mosser		
Org:	Union High School NJ		
Street:	2350 North Third Stre	et	
City:	Union	N.	J 07083
Ship to:	(same as above)		
Org:			
Street:			
City:			
Date Released	Released By Via		

Date Received: Date Written:

Date Needed: Wednesday, May 31, 2017

Ground Days: 2

Office Phone: 1-908-806-6780

Office Fax:

Home Phone: (917) 806-3703 Mobile Phone: (917) 806-3703

Email Address: jmosser@jwpunionschools.org

Stylist: Cost Description Qty 31 Costumes and Accessories per attached \$2,109.50 1 5/31/2017 6/7/2017 \$2,109.50 1st week: 1 Wednesday to Wednesday rental Subtotal: \$2,109.50 City Trans Tax: \$0.00 Tax Exempt #: out-of-state exempt \$2,109.50 Rental Terms: Bill Total: Purchase Order #: Paid: \$0.00 \$2,109.50 Balance Due: Return Date: Wednesday, June 07, 2017 Date Checked in Checked in Items Complete? Returned date Missing Shipping charges extra.

White = Original

Yellow = Production

N

Pink = Client

Goldenrod = In-House

All billing is NET 30 / 1.5%

from OUT DATE.

### Order Detail 76962 Cinderella at Union HS.doc

First week's rental Price x Quantity

ACT   Prologue: A FOREST.		
ELLA: Head rag; sleeved bodice or basque that closes up the front and is able to break-away; matching skirt; draped over-skirt; petticoat.  Skirt hems are about ten-inches off the floor	\$64.50	X 1
LORD PINKLETON (ROYAL CRIER): Plumed hat or cap; tabard with sleeve drapes; silver collar; shirt; tunic or doublet; breeches; boot tops.	-	X 1
ACT I Scene 2: OUTSIDE MADAME'S COTTAGE. IMMEDIATELY FOLLOWING.		
JEAN-MICHEL (REVOLUTIONARY): Dark flat cap; waistcoat; breeches; white, open necked shirt; over-jerkin or surcote; belt; shoe buckles	64.50	X 1
ACT I Scene 4: THE TOWN SQUARE.		
TOWNSWOMEN: Complete earth toned ensemble with a bit of color consisting of some but not all of the following: Hat; cap; head scarf; bonnet; bodice; basque; cinch; jacket; blouse; chemise; skirt; over-skirt; jumper; apron; sash; petticoat; shawl		X 8
apron; breeches; boot tops; shoe buckles	64.50 ea	X 5
ACT I Scene 5: INSIDE MADAME'S COTTAGE.		
MADAME, CHARLOTEE & GABRIELLE: Dressing for the ball: Small feathered headpiece; fancy, elaborate ball gown or ensemble; petticoat. When possible, CHARLOTTE is in raspberry, GABRIELLE is in pink and MADAME is in burgundy	74.50 ea	X 3
ACT I Scene 6: OUTSIDE MADAME'S COTTAGE.		
MARIE: Beautiful gown of a fairy godmother and petticoat		X 1 X 1
ACT I Scene 8: THE CASTLE BALLROOM.	94,50	^ '
LADIES INCLUDING THE DUCHESSES: Small feathered headpiece;		
colorful, fancy, elaborate ball gown or ensemble; petticoat	74.50 ea	X 4
coordinated waistcoat and breeches; white shirt; small neck stock; shoe buckles	64.50 ea	X 4
breeches; white satin neck stock; shoe buckles. Repeat shirt and crown.  SEBASTIAN: In shades of gray and silver with a touch of black: Long dark coat;	64.50	X 1
lighter gray waistcoat and breeches; shirt; neck stock. Repeat hat from I-1	64.50	X 1
Rental Sub-total: \$2	2,109.50	

Counts:

31 Costumes

TOWNSHIP OF UNION BOARD OF EDUCATION - UNION, NEW JERSEY

SCHOOL: UHS	Date: 6/7/17
ACCT. NAME: SINION DULS	Account: 2097
vendor: The Topoget	Amount: 6,000.00
PURPOSE OF EXPENDITURE jattach appropriate invoice( 2017 Pofect Graduation	s):
see attached	
in accordance with the Student Organization Fund – Pol the referenced expenditure in excess of \$1,000.    Color Cio     Name     SIGNATURE     BOARD APPROVAL DATE:   (0   13   17   17   18   18   18   18   18   18	
Per the Student Organization Funds – Policy and Procedu approval of either/or the Board Secretary/Business Adm for the purchase of goods and services greater than \$1,0	ninistrator, may obligate themselves by contract
I approve the purchase of goods/services per the attach	ed.
Gregory E. Brennan, Business Administrator	Date

	COMPLETE SECTION I ONLY	DATE 6/7/17	
	I. This will authorize the Treasurer of the UNION HIG	SH SCHOOL BOOSTER ASSOCIATION	
À	Pay \$ 600 to the order of	he Funplex	
	and charge the account of Senior Du		Acct. No. 2097
	Purpose: Project Graduation	1	
	Senior Class	Tullen lext GA	all
K R 9	Club or Activity	Faculty Adviser – Signature	
	II. Account Balance	Verified by	
	DateComment	and programmed and an arrangement of the second sec	
	•		
	III. ApprovedPrincipal – Signature	Date	
	·		
	IV. Date PaidCheck No	Acct. No,	
	Processed by		

.



## Union High School 2017 Project Graduation Friday, June 23rd 2017

Time: 11:30pm-5:00am

Price Per Person: \$79.95 p/p Minimum Required: 250

Deposit Required: \$6,000.00 Upon Booking

Indoor Attractions: Bowling, Lazer Runner, Arcade on Free Play, XD Theatre, Bumper Cars, Fun-A-Whirl, Air Shot, Indoor Go-Karts. Note: Tickets from redemption games may not be redeemed for prize tickets.

Outdoor Attractions: Free Fall, Fun Twister, Mini Golf, Bumper Boats, Fun Coaster, Tilt a Whirl and Fun Force. reserves the right to restrict the outside hours of operation based upon weather & usage

- Use of the upstairs party room (In the event of inclement weather only)
- Use of the downstairs café areas, downstairs party room areas and picnic areas
- Buffet: Garden Salad (with Assorted Dressings), Cheese Pizza, Gluten Free Pizza, Hot Wings, Mac and Cheese, Hot Dogs and Hamburgers Plus: Ice Cream & Cookie/Brownie Trays.
- Breakfast: Assorted bagels w/spreads, French Toast Sticks, Omelets, Sausage, Hash Browns, Coffee & Orange Juice.
- Beverages: will supply an assortment of beverages, consisting of carbonated & non-carbonated drinks, as well as water, throughout the entire event. Coffee & Tea will also be supplied throughout the entire evening.

#### Upgrade Options:

Photo Booth (Include Props)-\$500.00 For time of event Food Trailer Ticket (Funnel Cake, Soft Serve Ice Cream or Churro)-\$3.50 per person Boardwalk Mid Way Game-\$2.00 per person to play or \$5 per person for plush prizes Splashplex-\$20 per person includes access to the Lazy River, Water Slides, and Activity Pool (No Splash Playground)

#### Terms & Conditions

- Chaperones: A minimum of 14 chaperones are required. In addition, a representative amount of chaperones are required to attend a chaperone orientation prior to the event.
- Chaperones are responsible for enforcing all the rules, as well as for supervising the exits. Chaperones are responsible for ensuring that all graduates remain on the premises for the duration of the event.
- In the event that an attendee leaves the premises during the event, The reserves the right to shut down the event until the person has been located.
- The initial deposit is non-refundable.
- Final payment will be based upon the confirmation 5 days prior to the event unless more guests are present the day of the event.
- We understand & agree to enforce all rules specified by The
- Management reserves the right to deny access or remove students from the premises who do not obey all rules & who appear to be intoxicated or under the influence of any controlled substance,

We understand and agree to the above specifications.

We understand & agree to enforce all rules specified by Please note that Management reserves the right to deny access or remove students from the premises who do not obey all rules & who appear to be intoxicated or under the influence of any controlled substance.

<del></del>			
Jnion High School	Date	Alyssa Chapusette	Date
		Events Manager	

TOWNSHIP OF UNION BOARD OF EDUCATION UNION, NEW JERSEY

school: UHS	Date: 6/7/17
ACCT. NAME: SUNION DULLS	Account: 2097
vendor: 1 TOPSecret [	Amount: \$18,384.75
PURPOSE OF EXPENDITURE [attach appropriate invoice(s):  1017 Profeet Grad	luation
see attached	
In accordance with the Student Organization Fund – Policy the referenced expenditure in excess of \$1,000.  Laurie Cyercio  Name  SIGNATURE  BOARD APPROVAL DATE: 6/13/17  ***********************************	
Per the Student Organization Funds – Policy and Procedural approval of either/or the Board Secretary/Business Administration for the purchase of goods and services greater than \$1,000.	strator, may obligate themselves by contract
I approve the purchase of goods/services per the attached.	
Gregory E. Brennan, Business Administrator Da	ate

	COMPLETE SECTION I ONLY	DATE 1/1	17	
	COMPLETE SECTION FORLY	DATE	1 /	
	I. This will authorize the Treasurer of the UNIO	N HIGH SCHOOL BOOSTER ASSOCI	ATION	
<u></u> .	Pay \$ 18384. 75 to the order of			•
	and charge the account of Senior	Dues	Acct. No. 2097	<del></del>
	Purpose: Project Gratuator	1		
	Semor Class	will to	Caoeur	
	Club or Activity	Faculty Adviser – Signatu	re	
	II. Account Balance	verified by	***************************************	
	Date Comment		•	
	III. Approved	Date		
	Principal – Signature			
	IV. Date Paid Check N	lo Acct. No	·	
	Processed hy			



#### Union High School 2017 Project Graduation Friday, June 23rd 2017 Time: 11:30pm-5:00am

Price Per Person: \$79.95 p/p Minimum Required: 250 Deposit Required: \$6,000.00 Upon Booking 305 students

-\$24384.75

- Indoor Attractions: Bowling, Lazer Runner, Arcade on Free Play, XD Theatre, Bumper Cars, Fun-A-Whirl, Air Shot, Indoor Go-Karts. Note: Tickets from redemption games may not be redeemed for prize tickets.
- Outdoor Attractions: Free Fall, Fun Twister, Mini Golf, Bumper Boats, Fun Coaster, Tilt a Whirl and Fun Force.

  The reserves the right to restrict the outside hours of operation based upon weather & usage
- Use of the upstairs party room (In the event of inclement weather only)
- Use of the downstairs café areas, downstairs party room areas and picnic areas
- Buffet: Garden Salad (with Assorted Dressings), Cheese Pizza, Gluten Free Pizza, Hot Wings, Mac and Cheese, Hot Dogs and Hamburgers Plus: Ice Cream & Cookie/Brownie Trays.
- Breakfast: Assorted bagels w/ spreads, French Toast Sticks, Omelets, Sausage, Hash Browns, Coffee & Orange Juice.
- Beverages: will supply an assortment of beverages, consisting of carbonated & non-carbonated drinks, as well as water, throughout the entire event. Coffee & Tea will also be supplied throughout the entire evening.

#### Upgrade Options:

Photo Booth (Include Props)-\$500.00 For time of event

Food Trailer Ticket (Funnel Cake, Soft Serve Ice Cream or Churro)-\$3.50 per person

Boardwalk Mid Way Game-\$2.00 per person to play or \$5 per person for plush prizes

Splashplex-\$20 per person includes access to the Lazy River, Water Slides, and Activity Pool (No Splash Playground)

#### Terms & Conditions

- © Chaperones: A minimum of 14 chaperones are required. In addition, a representative amount of chaperones are required to attend a chaperone orientation prior to the event.
- Chaperones are responsible for enforcing all transfer rules, as well as for supervising the exits. Chaperones are responsible for ensuring that all graduates remain on the premises for the duration of the event.
- In the event that an attendee leaves the premises during the event, The reserves the right to shut down the event until the person has been located.
- The initial deposit is non-refundable.
- Final payment will be based upon the confirmation 5 days prior to the event unless more guests are present the day of the event.
- We understand & agree to enforce all rules specified by The?
- Management reserves the right to deny access or remove students from the premises who do not obey <u>all</u> rules & who appear to be intoxicated or under the influence of any controlled substance.

We understand and agree to the above specifications.

We understand & agree to enforce all rules specified by Please note that Management reserves the
right to deny access or remove students from the premises who do not obey all rules & who appear to be intoxicated or under
the influence of any controlled substance.

Union High School	Date	Alyssa Chapusette	Date
		Events Manager	