TOWNSHIP OF UNION BOARD OF EDUCATION   FILE CODE 3453
UNION, NEW JERSEY

EXHIBIT B-1

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

SCHOOL: _UHS._____   Date: _6/11/18_

DEPARTMENT: _Senior Class_ Account: _2205_

VENDOR: _O'Donnell Sign Company_ Amount: _$1,144.00_

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): _Balance for Lawn_
Signs
_____

_____

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

Corey Lowery
NAME

_____
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.

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

Gregory Brennan, Business Administrator   Date

COMPLETE SECTION 1 ONLY

DATE 6/11/18

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

Pay $ 1,144.00 to the order of O'Donnell Sign Company

and charge the account of Student Activi Acct. No_____

Purpose: Graduation Lawn Signs

Senior Class   (William Eichert)
Club or Activity   Faculty Adviser – Signature

II. Account Balance_____ Verified by_____

Date_____ Comment_____

III. Approved_____   Date 6/11/18
        Principal – Signature

IV. Date Paid_____ Check No._____ Acct. No._____

Processed by_____

O'DONNELL SIGN COMPANY, LLC
269 Bloomfield Avenue
Verona, New Jersey 07044
Phone: 973.879.9369   www.ODonnellSign.com   odsigns@aol.com

Invoice No.   44479

INVOICE

Customer		**Misc**	
Name	UNION HIGH SCHOOL SENIOR PROM 2018	Date	6/7/2018
Address	2350 NO. 3rd STREET	Order No.	CHERYL
City	UNION State NJ ZIP 07083	Rep	BILL
Phone	CHERYL FISKE 908-419-4005	FOB	

Qty	Description	Unit Price	TOTAL
28	NEW 2018 CONGRATULATIONS GRADUATE SIGNS 18" X 36"	$10.50	$294.00
25	STUDENT NAMES ADDED TO ABOVE SIGNS	$7.00	$175.00
54	RECONDITIONED OLD SIGNS, DATE CHANGED & NAME ADDED	$12.50	$675.00
	THANK YOU, IT IS ALWAYS A PLEASURE WORKING WITH YOU. LOOKING FORWARD TO WORKING WITH YOU NEXT YEAR!		
	TAX-EXEMPT		

	SubTotal	$1,144.00
	Shipping	
Tax Rate(s)		
	TOTAL	$1,144.00

Payment   Check

Comments _____
Name _____
CC # _____
Expires _____

Office Use Only

"Thank You for Choosing O'Donnell Sign Company!"

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