

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: Battle Hill School

DATE: June 1, 2018

DEPARTMENT: _____

ACCOUNT: 2035 - Principal's Acct

VENDOR: Rachel's Challenge

AMOUNT: \$2,880.⁰⁰/_{xx}

PURPOSE OF EXPENDITURE (attach appropriate invoice(s): Purchase Sustain Package (Elementary) - one or two LinkUp! Presentations, Community Event, Kindness and Compassion & Power of One Classroom Materials, Ambassador of Kindness DVD, 3 Professional Development Videos

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 (PRINT): Mark Hoyt

SIGNATURE: Mark C. Hoyt

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.

Gregory Brennan, Business Administrator

Date



AGREEMENT FOR SERVICES

This Agreement for Services is entered into on Wednesday May 23, 2018 by and between Client (listed below) and Rachel's Challenge ("Company") of 7901 Southpark Plaza, Suite 210, Littleton, CO 80120. This Agreement sets forth the terms and conditions under which Rachel's Challenge agrees to provide services to the Client.

Client: Battle Hill Elementary (F2018) - NJ
Client's Billing Address: 2600 Killian Place, Union NJ, 07083

1. Description of Service

The Company agrees to provide Rachel's Challenge Event Programming to the Client in the form of the services listed below. Presenter for this program will be a Rachel's Challenge Certified Speaker. Services provided include:

- Sustain Package (Elementary)
 - one or two Link Up! Presentations ∞ Community Event ∞ Kindness and Compassion & Power of One Classroom Materials ∞ Ambassador of Kindness DVD ∞ 3 Professional Development Videos

Additional Services:

2. Compensation

Full compensation: ~~\$4,800.00~~ Payment Terms: Full Purchase Order Deposit Amount: \$ 0.00

Deposit and Purchase Order for the remaining balance due at the time of signing this Agreement. Payment for the remaining balance mailed upon delivery of the services provided hereunder. Travel and expenses included. All funds must be in U.S. Dollars. Make checks payable to: Rachel's Challenge (Tax ID 84-1557094), ATTN: Billing Department, 7901 Southpark Plaza, Suite 210, Littleton, CO 80120.

3. Terms of Agreement

Client has 30 days to sign and return this Agreement unless it is within 30 days of your event in which it is due immediately. No services will be scheduled without a signed Agreement.

Event Date(s): 10/2/2018

The services described herein will be rendered by Rachel's Challenge provided the aforementioned compensation has been paid and subject to the General Provisions of this Agreement.

4. Contract Documents

The contract documents consist of this Agreement for Services and the General Provisions. By signing this agreement the Client is bound by the terms and conditions of these two documents.

IN WITNESS WHEREOF, the Client and Rachel's Challenge have executed this Agreement on the day and year first written above. Any modifications to this Agreement for Services shall require the initials of all signed parties.

Rachel's Challenge

Signature:

Printed Name: Robert Unger

Title: Chief Executive Officer

Date: Wednesday May 23, 2018

Battle Hill Elementary

Signature:

Printed Name: Ingrid Soares

Title: School Counselor

Date: May 29, 2018

For all questions regarding this contract, please contact the Rachel's Challenge at customercare@rachelschallenge.org.

GENERAL PROVISIONS
(Agreement for Services)

1. The Company is an independent contractor, not an agent or employee of the Client, and has control over the services performed, the manner in which they are performed, and the assignment of the personnel performing the services unless specifically contracted otherwise herein. ***No dates for services will be confirmed, nor presenters assigned, by the Company prior to receipt of an executed Agreement for Services and the payment of any deposit specified therein.***
2. The Company will comply with all applicable state and federal laws with regard to nondiscrimination in employment; has completed a criminal background check and drug screening on all presenters; and is responsible for the filing and payment of all applicable local, state and federal taxes on amounts paid pursuant to this Agreement.
3. The Company is a non-political, non-religious, non-profit organization. Services provided to the Client and all related materials including, but not limited to; audio; video; images; Rachel's name, slogans, quotes, writings; posters; and any other related materials are owned by the Company and may not be recorded, duplicated or otherwise used outside the terms and conditions of this Agreement without the prior written consent of an authorized officer of the Company.
4. Final payment for services rendered herein are due in-full upon the completion of the services. The Client agrees to pay a 15% late fee on all outstanding balances which are 60 days or more past due.
5. This Agreement may be terminated by either party. When practicable, the Company requests a notice of cancellation at least 30-days prior to the scheduled service date. In the event of a termination of this Agreement the following apply:
 - a. Should the Agreement be terminated by the Company at any time, all monies remitted by the Client will be refunded in full.
 - b. Since the Company begins incurring cost upon the execution of the Agreement, should the Client terminate the Agreement for any reason, including weather or other emergencies out of the Client's control, deposits paid by the Client will be refunded per the following schedule: 0-30 days from scheduled service delivery date, 0% refund; 31-60 days out, 25% refund; 61-90 days out, 50% refund; and 91 or more days out, 75% refund.
 - c. In the event of a cancellation by the Client, the Client is responsible to pay any and all travel related expenses already incurred by the Company.
 - d. In the event of a last-minute weather or emergency-related postponement of services by the Client, the deposit is nonrefundable but will be credited toward a new date if the services are rescheduled within six months of the original contract date.
 - e. In the event of a last-minute weather or emergency-related postponement or reschedule by the Client, all new and/or additional travel expenses incurred because of the change in service delivery date are the responsibility of the Client.
6. The Company is not responsible for any claims, demands, suits, actions, payments and/or judgments brought against the Company or Client arising from actual or alleged personal injuries, property damage, emotional trauma, or any other claims, however caused, that may arise from the performance of the scheduled services.
7. The laws of the state of Colorado govern this Agreement. Any adjudication of this Agreement will be in the state of Colorado.
8. This Agreement for Services and General Provisions are the complete and final understanding between the parties and supersede any other agreements whether written or oral. Any modifications to this Agreement must be in writing and signed by both parties.

Initial: LS / _____

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Rachel's Challenge

2 Business name/disregarded entity name, if different from above

Same

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ **501c3 non-profit corporation**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

7901 Southpark Plaza, Suite 210

6 City, state, and ZIP code

Littleton, CO 80120

7 List account number(s) here (optional)

Requester's name and address (optional)

See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					

OR

Employer identification number									
8	4	-	1	5	5	7	0	9	4

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *Rachel's Challenge*

Date ▶ *1/2/18*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

DATE 5/15/2018

This will authorize the Treasurer of the **BURNET MIDDLE SCHOOL FUND** to pay

\$ 8,498.64 to the order of Josten's

and charge to the account of yearbook

Maria Fardilino

RECIPIENT

Approved 
PRINCIPAL

Date Paid 5/15/2018

Check # _____

EXHIBIT B-1

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

SCHOOL: BURNET MIDDLE SCHOOL

DATE: 5/15/2018

DEPARTMENT: YEARBOOK

VENDOR: JOSTEN'S

AMOUNT: \$8,498.64

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]:

STUDENT 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.

Tommy Harrell, Principal

Name



Signature

Per the Student Organization Funds-Policy and Procedure Manual, student bodies, only with 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

Gregory E. Brennan
School Business Administrator

Date

RECEIVED
5/16/18



INVOICE

Please Pay From This Invoice

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

Ship To: No. 1056260	Sold To: No. 1056260	Invoice #	Date	Page
BURNET MIDDLE SCHOOL 1000 CALDWELL AVE UNION NJ 07083	BURNET MIDDLE SCHOOL 1000 CALDWELL AVE UNION NJ 07083	1096358A	29-JAN-18	1 of 1
		Terms	Job Number	Job Year
		NET 30	07594	2017
Customer PO Number				

Bill To: No. 1056260		Sales Agent	Agent #
BURNET MIDDLE SCHOOL YEARBOOK 1000 CALDWELL AVE UNION NJ 07083		JAMES MITRO	3274
		Copies	Pages
		250	64
For Customer Service Call 1-800-854-7464, Ext. 17186			

Line #	Description						Sell Price	
1	PAYMENT FOR THE 2017 YEARBOOK ORDER						\$1,723.25	
		Total Charges +	Shipping & Handling +	Total Tax +	Subtotal +	Total Credits/ Adjustments (-)	Total Deposits/ Payments (-)	Please Pay this Amount
		\$1,723.25	\$0.00	\$0.00	\$1,723.25	\$0.00	\$0.00	\$1,723.25

In the event that you do not sell or use your overrun copies, we will be happy to credit your account. To receive credit, please call or email your customer service representative within 60 days of your invoice date and confirm the number of overruns you were unable to sell.

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

Customer PO Number	Customer No.	Invoice No.	Date	Amount	Payment
	1056260	1096358A	29-JAN-18	\$1,723.25	

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 UNION NJ 07083



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BURNET MIDDLE SCHOOL
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 1000 CALDWELL AVE
 UNION NJ 07083

COMPLETE SECTION I ONLY

DATE 5/22/18

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

Pay \$ 1825⁰⁰ to the order of Key Poulan Music

and charge the account of marching band Acct. No. 2033

Purpose: 2018 Field Show - MUSIC
"Wither the Shadows"

marching band
Club or Activity

R. Mule
Faculty Adviser - Signature

II. Account Balance _____ Verified by _____
Date _____ Comment _____

III. Approved [Signature] Date 5/23/18
Principal - Signature

IV. Date Paid _____ Check No. _____ Acct. No. _____
Processed by _____

EXHIBIT B-1

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

SCHOOL: UHS

Date: 5/22/18

DEPARTMENT: Music Account: 2033

VENDOR: Key Poulan Amount: \$1825⁰⁰
Music

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): _____

2018 marching band music for winds &
PIT - half time show
"Within the Shadows"

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

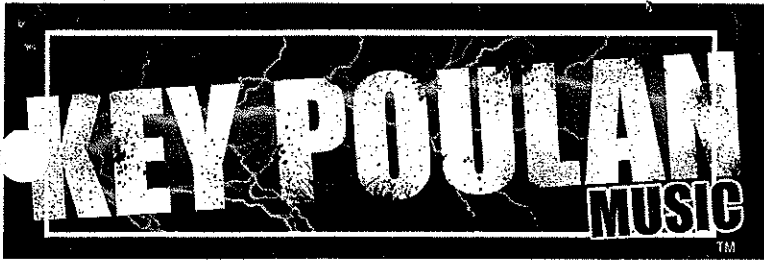
[Signature]
SIGNATURE

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



Invoice

www.keypoulanmusic.com
kathy@keypoulanmusic.com

1658 E. Lexington Avenue • Fresno, CA 93720
Phone (559)299-5399 • Fax (559)299-1900

Date	Invoice No.
05/18/18	2018593

Bill To:
Union HS Band 2350 North Third Street Union, NJ 07083 Attn: Michael Hamilton

Ship To:
Union HS Band 2350 North Third Street Union, NJ 07083 Attn: Michael Hamilton

P.O. Number	Terms	Rep	Ship Date	Ship Via	FOB	Project
			05/18/18	UPS	Fresno, CA	

Item	Description	Quantity	Price Each	Amount
Shadows-RI-W	Within the Shadows Reduced Instrumentation Winds Score/Parts		1,250.00	1,250.00
Shadows-SV-W	Within the Shadows Simplified Winds Score/Parts		100.00	100.00
Shadows-P	Within the Shadows PIT Percussion Score/Parts		450.00	450.00
Performance	Permission to Perform Agreement		0.00	0.00
CA-PowerChord	Customer Appreciation Gift-Power Chords		0.00	0.00
UPS-Ground	UPS Ground Shipping		25.00	25.00

Thank you for your business!	Total	\$1,825.00
------------------------------	--------------	-------------------

Please include both the invoice number and school name on your payment.

COMPLETE SECTION I ONLY

DATE 5/29/18

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

Pay \$ 1,250.00 to the order of Villani Bus Company

and charge the account of Field trips - Kathy Brooks Acct. No. 2208

Purpose: Bus payment

Field Trip
Club or Activity

K. Brooks
Faculty Adviser - Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved [Signature]
Principal - Signature

Date 5/31/18

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____

EXHIBIT B-1

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

SCHOOL: UHS Date: 5/29/18
DEPARTMENT: Spec Ed Account: 2208
VENDOR: Villani Bus Co Amount: \$ 1,250.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: _____

Field Trip to Jenkinson's Beach + Aquarium

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]
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 _____



Villani Bus Company

811 East Linden Avenue
 Linden, NJ 07036
 Phone: 908-862-3333
 Fax: 908-474-8058
 Website: www.villanibus.com
 Email: info@villanibus.com

Charter Confirmation

Kathy Brooks
Union High School
2350 N. 3rd. Street
Union, NJ 07083 USA

Confirmed: **11/21/17**
 Charter No.: **69694**
 Phone:
 Fax: **908-851-6539**
 Order Date **11/21/17**
 SalesRep: **Mr. Shabazz**

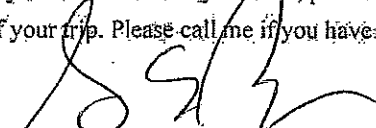
Thank you for selecting **Villani Bus Company** for your upcoming trip. We are committed to providing you with the very best service possible, and I am sure that you will be pleased with the quality of our equipment and drivers. This Confirmation serves as your contract for your transportation needs shown below. We must receive your deposit along with one signed and dated copy of this letter by the due date of the deposit shown below. Please review the following information to confirm our understanding of the services we will provide:

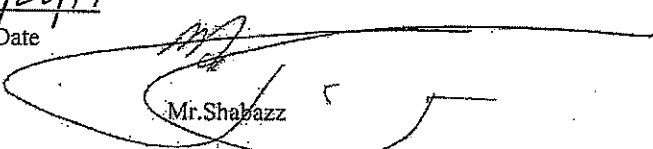
Group Name: Union High School	# Coaches: 1
Group Leader: Kathy Brooks	Equipment: 1-55 Motorcoach
Destination: Pt. Pleasant, New Jersey	
Leave Date: Wednesday, June 13, 2018	Return Date: Wednesday, June 13, 2018
Spot Time: 7:30 am	
Leave Time: 8:00 am	Retn\Drop Time: 6:00 pm
Pickup Location: Union High School North 3rd Street Union NJ	Destination Details: Jenkinsons Aquarium Ocean Ave Point Pleasant NJ

Description	# Coaches	Qty	Rate	Charge
Single Day Motorcoach Trip local	1	1.00	\$1,250.00	\$1,250.00
Transportation rate does not include gratuity	1	1.00	\$0.00	\$0.00
UNSIGNED CONFIRMATION WILL VOID RESERVATION	1	1.00	\$0.00	\$0.00
All Trips "MUST" Be Reconfirmed 7 Days Before Trip	1	1.00	\$0.00	\$0.00
ALL CONFIRMATIONS MUST BE SECURED WITH PO #	1			\$0.00

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	Transport Charge:	\$1,250.00
11/21/17	Signed Contract			Amount Paid	\$0.00
07/25/18	Final Payment	\$1,250.00		Balance Due	\$1,250.00

If you have not already done so, please remember to send us an itinerary complete with addresses to insure the success of your trip. Please call me if you have any questions.


 Charter Party Authorized Signature
 Date: 11/22/17

Sincerely,

 Mr. Shabazz

TOWNSHIP OF UNION BOARD OF EDUCATION
 FIELD TRIP APPROVAL REQUEST
 APPLICATION DATE: 5/30/17

REVISED 3/20/15

Pursuant to N.J.A.C. 6A:23A-5.8 Field Trips must be preapproved by the Board and not solely for entertainment purposes.
ALL REQUESTS MUST BE RECEIVED IN THE TRANSPORTATION OFFICE NO LATER THAN THE FIRST OF THE MONTH IN ORDER TO BE INCLUDED IN THE AGENDA FOR THE NEXT BOARD MEETING.

Failure to complete this form in its entirety will result in denial.

SCHOOL Union High School GRADE All
 TEACHER(S) K. Pirotski, Y. Torres, A. Marshall, T. Mott
 DATE OF TRIP June 19, 2018
 DESTINATION Jenkens Aquarium, Pt Pleasant NJ.
 ADDRESS / CITY 300 Ocean Ave, Pt Pleasant, NJ

PURPOSE OF TRIP To view a wide variety of sea life and learn of their habits
To have an opportunity to use hands on activities for science
To show appropriate behavior.
 (Please attach directions)
 (Must be of educational value to the children)

Pick-up Time (No earlier than 9:10 AM) 8:30 am Specific Location Front UHS

Return Time (Must be back at school by 1:40 PM) 6:00 pm Specific Location Front UHS

Total Number of Passengers App 45 (Bus Capacity is 54, Van Capacity is 16)

TRANSPORTATION BUDGET AC#/FUNDING SOURCE: UHS Booster # 2208 Field Trip
 (i.e. xx-xxx-xxx-512-xx-xx-xxxx) 11-000-270-510-01-10-7538
TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR

I am requesting in house transportation

1. In house Bus cost	=	_____
2. Entrance Fee	=	_____
3. Total Trip Cost: Add 1 + 2 =		_____
4. District Cost Bus	=	_____
5. Student Cost Bus	=	_____
6. District Cost Fees	=	_____
7. Student Cost Fees	=	_____

Line 3 should equal the total of lines 4+5+6+7

I am requesting contractor transportation

1. Contractor Bus cost	=	<u>4,170.00</u>
2. Entrance Fee	=	<u>290.00</u>
3. Total Trip Cost: Add 1 + 2 =		<u>4,460.00</u>
4. District Cost Bus	=	<u>0</u>
5. Student Cost Bus	=	<u>1,170.00</u>
6. District Cost Fees	=	<u>0</u>
7. Student Cost Fees	=	<u>290.00</u>

Line 3 should equal the total of lines 4+5+6+7

Trip partially fund raised

Supervisor's Approval [Signature] Date 5/30/17
 Principal's Approval [Signature] Date 5/31/17

** Please compute in-house transport costs as follows: \$55.00 per hour weekdays, \$90.00 per hour after 4:00 pm and on weekends X the number of vehicles needed. Minimum 2 hours. Additional half hour will be added on for travel time to and from the school.

	Approved	Disapproved	Reason	Date
BOE	<u>[Signature]</u>			<u>7/18/17</u>
Sch Business Admin	<u>[Signature]</u>			<u>7/19/17</u>
Transportation	<u>[Signature]</u>			<u>7/17/17</u>

COMPLETE SECTION I ONLY

DATE 6/1/18

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

NOT TO EXCEED
Pay \$ 3,000.00 to the order of Lifetouch

and charge the account of Yearbook Acct. No. 2055

Purpose: Yearbook balance estimate. Actual invoice will follow

Yearbook

Club or Activity

DG

Faculty Adviser - Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved [Signature]
Principal - Signature

Date 6/1/18

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

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

SCHOOL: UHS Date: 6/1/18

DEPARTMENT: YEARBOOK Account: 2055

VENDOR: LIFETOUCH Amount: NOT TO EXCEED \$3000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: YEARBOOK
SALES

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]
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

**Student Fees and Fines Report - Report 600003
Closed Fees For School UHS Run Date: 6/1/2018**

ID	Name	Gr.	Fee/Fine Desc.	Type	Req	Assigned	Date paid	Amt	Pymt	Owed	Status	Source	Enroll.
186500	Abounaja, Gabriela Patricia	12	Yearbook - c/o 2018	Fine	Yes	05/16/18	05/16/18	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	90.00	90.00	0.00			
186572	Aladeniyi, Cornelius Damilola	12	Yearbook - c/o 2018	Fine	Yes	12/04/17	12/04/17	75.00	75.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	75.00	75.00	0.00			
188079	Antao, Cassandra Gabrielle	12	Year Book - c/o 2018	Fine	Yes	11/29/17	11/29/17	75.00	75.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	75.00	75.00	0.00			
180824	Apparicio, Samantha	12	Yearbook - c/o 2018	Fine	Yes	12/04/17	12/04/17	75.00	75.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	75.00	75.00	0.00			
188064	Barnor, Rabia R	12	Yearbook - C/O 2018	Fine	Yes	03/29/18	03/29/18	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	90.00	90.00	0.00			
180344	Blondei, McIntyre	12	Yearbook - C/O 2018	Fine	Yes	04/03/18	04/03/18	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	90.00	90.00	0.00			
188009	Butts, Jascinda Serena Chimene	12	Yearbook - c/o 2018	Fine	Yes	11/30/17	11/30/17	75.00	75.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	75.00	75.00	0.00			
181366	Covington-Porter, Heather	12	Yearbook - c/o 2018	Fine	Yes	12/01/17	12/01/17	75.00	75.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	75.00	75.00	0.00			
180330	Criollo, Hannah	12	Yearbook - C/O 2018	Fine	Yes	04/02/18	04/02/18	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	90.00	90.00	0.00			
188082	Daniels, Yolanda R	12	Yearbook c/o 2018	Fine	Yes	02/13/18	02/13/18	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	90.00	90.00	0.00			
171047	Davis, Rock A	12	Yearbook - c/o 2018	Fine	Yes	04/26/18	04/26/18	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	90.00	90.00	0.00			
171080	Dublin, Anicesa R	12	Yearbook - c/o 2018	Fine	Yes	11/30/17	11/30/17	75.00	75.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	75.00	75.00	0.00			
188080	Etiemme, Lindsey Bianca	12	Yearbook - C/O 2018	Fine	Yes	04/03/18	04/03/18	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	90.00	90.00	0.00			
188090	Hall, Morgan Taylor	12	Yearbook - c/o 2018 Parent Ad	Fine	Yes	12/06/17	12/06/17	40.00	40.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	40.00	40.00	0.00			
180881	Harris, Lance	12	Yearbook - c/o 2018	Fine	Yes	12/04/17	12/04/17	75.00	75.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	75.00	75.00	0.00			
180329	Howell-Hayes, Nasir Terrell	12	Yearbook - c/o 2018	Fine	Yes	04/26/18	04/26/18	95.00	95.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	95.00	95.00	0.00			
186072	Huggins, Jakiya	12	Yearbook - C/O 2018	Fine	Yes	03/29/18	03/29/18	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	90.00	90.00	0.00			
184001	Hunter, Charles Marcus	12	Yearbook Ad - c/o 2018	Fine	Yes	12/18/17	12/18/17	40.00	40.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	40.00	40.00	0.00			
181344	Leone, Alexandria	12	Yearbook - c/o 2018	Fine	Yes	11/30/17	11/30/17	75.00	75.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	75.00	75.00	0.00			
180094	Mangual, Arielle G	12	Yearbook - C/O 2018	Fine	Yes	04/02/18	04/02/18	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	90.00	90.00	0.00			
186421	Melle, Obiamaka Krystal	12	Yearbook - C/O 2018	Fine	Yes	04/03/18	04/03/18	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
							Totals:	90.00	90.00	0.00			

Student Fees and Fines Report - Report 600003
Closed Fees For School UHS Run Date: 6/1/2018

ID	Name	Gr.	Fee/Fine Desc.	Type	Req	Assigned	Date paid	Amt	Pymt	Owed	Status	Source	Enroll.
190063	Mori, Michael J	09	Yearbook - c/o 2018	Fine	Yes	06/01/18	Totals: 90.00	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
181051	Munley, Joseph	12	Yearbook - Class of 2018	Fine	Yes	03/27/18	Totals: 90.00	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
185022	Orna, Anthony	12	Yearbook - c/o 2018	Fine	Yes	01/08/18	Totals: 90.00	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
181381	Patel, Deep	12	Yearbook - c/o 2018	Fine	Yes	06/01/18	Totals: 90.00	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
171593	Paul, Christal L	12	Yearbook - C/O 2018	Fine	Yes	03/29/18	Totals: 90.00	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
180819	Pinho, Melanie	12	Yearbook - C/O 2018 - Yearbook AD	Fine	Yes	04/03/18	Totals: 42.00	42.00	42.00	0.00	Closed	Students Tab	ACTIVE
180891	Richeme, Lyndsay	12	Yearbook - c/o 2018	Fine	Yes	06/01/18	Totals: 90.00	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
181050	Rivera, Jose	12	Yearbook - C/O 2018	Fine	Yes	03/29/18	Totals: 90.00	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
186517	Rivers, Mekhi Sadiq	12	Yearbook - C/O 2018 Yearbook AD	Fine	Yes	04/02/18	Totals: 40.00	40.00	40.00	0.00	Closed	Students Tab	ACTIVE
180270	Seraquaize, Keshaa	12	Yearbook - c/o 2018	Fine	Yes	05/16/18	Totals: 90.00	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
181285	Sideco, Jana Lee Natividad	12	Yearbook - c/o 2018	Fine	Yes	12/01/17	Totals: 75.00	75.00	75.00	0.00	Closed	Students Tab	ACTIVE
180013	Syed, Anum	12	Yearbook - c/o 2018	Fine	Yes	06/01/18	Totals: 90.00	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
188081	Thaggard-Brown, Amaya R	12	Yearbook - C/O 2018	Fine	Yes	04/02/18	Totals: 90.00	90.00	90.00	0.00	Closed	Students Tab	ACTIVE
186649	Wilson, Tyree Rhajohn	12	Yearbook - c/o 2018	Fine	Yes	11/29/17	Totals: 75.00	75.00	75.00	0.00	Closed	Students Tab	ACTIVE
181066	Ziemieski, Jeffrey	12	Yearbook - c/o 2018	Fine	Yes	12/07/17	Totals: 90.00	90.00	90.00	0.00	Closed	Students Tab	ACTIVE

Total Student Fees: 36

Fees Open: 0
 # Fees Closed: 36
 # Fees Waived: 0
 Balance of Open Fees: \$0.00
 Total of Fees Paid: \$2,897.00
 Total of Fees Waived: \$0.00

COMPLETE SECTION I ONLY

DATE 6/4/18

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

Pay \$ 7,162.50 to the order of Oak Hall Industries, L.P.

and charge the account of Senior Dues Acct. No. 2097

Purpose: Class of 2018 - Cap & Gowns

Senior Dues
Club or Activity

[Signature]
Faculty Adviser - Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____
[Signature]

III. Approved _____ Date _____
Principal - Signature

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____

EXHIBIT B-1

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

SCHOOL: VHS Date: 6/4/18
DEPARTMENT: Senior Dues Account: 2097
VENDOR: Oak Hall Amount: 7,162.50
PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Class of 2018
Cap & Gowns

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]
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

OAK HALL INDUSTRIES, L.P.

840 UNION STREET
 P.O. BOX 1078
 SALEM, VIRGINIA 24153 TEL. (540) 387-0000
 FAX (540) 387-2034

Manufacturers of

ACADEMIC CAPS, GOWNS AND HOODS
 CHOIR VESTMENTS, PULPIT ROBES
 AND JUDICIAL ROBES

S 009132
 O UNION HIGH SCHOOL
 L ATTN:MR RUTTY
 D 2350 N THIRD ST
 UNION, NJ 07083

Order No.: 438776
 Ship Agent Code: UPS
 Ship Agent S. Code: GND
 Ship Bill-to Option: Shipper
 Shipping Account No:
 Grad Date/Delivery Date 06/20/18

S UNION HIGH SCHOOL
 H ATTN:MR RUTTY
 I 2350 N THIRD ST
 P UNION, NJ 07083

T
 O Tracking No: 1ZR925440349419417

INVOICE NO.	INVOICE DATE	CUSTOMER ORDER NO.	TERMS	SALESPERSON
1489369	05/24/18		30D	915 KEVIN TOO HILL

QTY. SHIP	DESCRIPTION	PRICE	AMOUNT
573	GOWN OSFA CAP NUHORIZON MAROON	12.50	7,162.50
573	MAROON/WHITE TASSEL-RGYD		
273	COLLARS W/TABS - WHITE		
Shipped: 2018-05-24, Via:			
Tracking ID: 1ZR925440349419417			
		NonTaxed:	7,162.50
		Taxable:	0.00
		Tax	0.00
		Total:	7,162.50
		Deposit:	0.00
		Balance Due	7,162.50

COMPLETE SECTION I ONLY

DATE 6/4/18

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

Pay \$ Amount not to exceed \$40,000 to the order of Any Excuse for a Party, Inc.

and charge the account of Class of 2018 Acct. No. 2205

Purpose: balance for Project Graduation

- not sure of final count yet -

Class of 2018 Club or Activity
Cheryl Feske Faculty Adviser - Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved [Signature] Date _____
Principal - Signature

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

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

SCHOOL: UHS Date: 6/4/18
DEPARTMENT: Senior Class Account: 2205
VENDOR: Any Excuse for a Party Amount: not ~~to~~ exceed \$40,000 (final count hasn't been set yet)
PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Pay for balance for Project Graduation.

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]
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

Any Excuse For A Party, Inc
 16 Gloria Lane, Fairfield, New Jersey, 07004
 Phone: 973-808-8700 Fax: 973-808-8710
Proposal

Thank you for allowing us to bid on your event. Below you will find a detailed summary of the items you would like for us to provide. If you should have any questions, would like to alter your proposal, or are ready to book your event, feel free to contact us.

Ref #: 8997

Customer and Contact Name:
 Union High School [Cheryl Fiske]
 2350 N 3rd St
 Union, New Jersey 07083

Contact Alt Phone: 908-419-4005

Event Location:

TBD
 Union High School
 Union, New Jersey 00000
 United States

Event Date(s):

Friday, June 22nd, 2018 10:00PM to
 Saturday, June 23rd, 2018 3:00AM

Number of Guests: Surface: indoors

Event Notes: Includes attendants, VIP Manager, custom itineraries throughout the facility. Requires electric and chairs.

CATERING PACKAGE:

6 FT Sub Sandwiches including Italian sub and Turkey and Cheese
 Pizza slices or Pizza Bagels
 Buffalo Wings or Chicken Fingers
 French Fries
 Garden Salad
 Hot Dog Cart with condiments
 Nachos with Cheese Sauce
 Chips and Pretzels
 Includes soda, regular and diet, iced tea, water
BREAKFAST
 Bagels with butter, Jelly and Cream cheese
 Assorted Doughnuts, Orange Juice, & Coffee
 Includes all paper products, utensils, servers, etc.

Billing Summary:

Sub-Total:	\$26,945.00
Total:	\$26,945.00
Deposit Required:	\$6,736.25
Deposit Due By:	09/29/2017
Balance Remaining Before Deposit:	\$ 26,945.00
Balance Due By:	06/22/2018

Sales Rep: Tomianne Pagano

Services/Equipment Rented

Entertainer

- Hypnotist

Misc.

- [300] Catering Package
- Facility Rental

Music, Video, Lighting

- DJ with System

Sports and Leisure

- Soccer Dart

Video Games

- Super sized video games

Inflatable

- Bungee Run
- Gladiator Joust
- Rock Slide/Slippery Slope
- Wrecking Ball

Novelty

- [2] Tattoo Artist

Photo Options

- Instagram Photos
- Photo Station



Entertainment Packages

Package A.....\$9,780.

Choose 2 Inflatables:

* Big Butt Battle, Bungee Run, Bouncy Boxing, Gladiator Joust, Twister, Archery Tag, or Money Booth.

Choose 2 Inflatables:

Wrecking Ball, Human Foosball, Hippo Chow Down, Obstacle Course, Rapid Fire, or Rock Slide

Choose 1 Photo Option:

* Custom 4 x 6 photos. These pictures will be customized with logo and name.

* Boardwalk Photo Booth

- Photo Keychains

Choose 1 Social Media Station

Instagram Lounge

Social Media Photo Booth

Slow Motion Video Booth

Choose 1 Musical Talent:

* DJ playing the latest music, assorted giveaways, games, announcements, etc.

- Karaoke-sing your favorite songs to all your friends.

Choose 2 Novelty/Entertainers:

* Tattoo Artist- choose from a variety of tattoos.

* Henna Artist- Indian style brown paste henna

* Massage Therapist-doing quick massages

* Body Painter- designs on arms, and face.

- Balloon Sculptor- doing wacky hats and sculptures

Choose 1 End of the Night Option :

Hypnotist Show for one hour or Game Show including custom

INCLUDED IN ALL PACKAGES :

-ATTENDANTS -BASED ON 4 HOURS + ONE HOUR FOR HYPNOTIST OR GAME SHOW
-DELIVERY OF ALL EQUIPMENT -SETUP OF ALL EQUIPMENT -TEAR DOWN OF ALL EQUIPMENT
-ALL NECESSARY ACCESSORIES AND SUPPLIES -ITINERARIES POSTED THROUGHOUT THE FACILITY

- VIP HOST FOR THE EVENING - CUSTOM LABELS ON ALL THAT
- ITEMS CAN BE REPLACED WITH SIMILAR PRICED ITEMS

973-808-8700

www.anyexcuseforaparty.com





Project Graduation Catering Menu

6 FT Sub Sandwiches including Italian sub and Turkey and Cheese
Pizza slices or Pizza Bagels
Buffalo Wings or Chicken Fingers
French Fries
Garden Salad
Hot Dog Cart with condiments
Nachos with Cheese Sauce
Chips and Pretzels

Includes soda, regular and diet, iced tea, water

BREAKFAST

Bagels with butter, Jelly and Cream cheese
Assorted Doughnuts
Orange Juice
Coffee

Includes all paper products, utensils, servers, etc.

\$29.95 per person

Add ons:

Cotton Candy Machine Pop Corn Machine
Funnel Cake Fries, Churros, Italian Ice or Ice Cream Cart,
Fresh Warm Waffles and Ice Cream, Dippin Dots, Candy Apples etc.



Add ons:

Social Media Lounge:

Instagram Lounge- \$1450
Social Media Photo Booth-\$1350
Slow Motion Video Booth- \$1795

Photos Options:

Big Chair- \$1395
Graffiti Wall-\$1595
Flick Books-\$1995
Photo Dog Tags-\$1395
Color Splash-\$1395
Super Imposed-\$1395
Photo Bobble heads- \$1200 for 100, \$11 addtl
Photo Dry Erase Boards- \$1750 for 100,
\$15 addtl
Photo Door Hangers-\$1650-100, \$14 addtl
Photo Pillowcases-\$1650-100, \$14 addtl
Custom 4 x 6 with border of event name-
\$1195
Slow Motion Video Booth- \$1795

Musical Add ons:

Music Videos -\$1795
Karaoke- \$1075
Touchscreen Juke Box-\$650
Disc Jockey \$1195

Entertainers/Artists:

Tattoos- glitter, transfer, airbrush, flash, or
crystal \$780
Hair Braider or Wrapper- \$195 per hour
Massage Therapist, Hot Stones, or Paraffin
Hand Dip-\$740
Caricaturist- \$195 per hour
Multi Talent Performer-\$225 per hour

Novelty Items:

Attitude Hats- \$1350 for 150 pcs
Bling Phone Factory- \$1095 for 100
Custom Made T-shirts or Boxers done at the
event- many designs to choose from-\$2160.
(200 pcs)
Spa Shop- Make your own lotion, lip gloss/
chap stick, or perfume- \$1075 (125 pcs)
Flip Flops- Make your own -\$1095 for 100,
\$8 addtl
Gelscapes \$1650-150, \$9.95 addtl
Casino Tables \$395 each, Craps addtl \$250
Leather Art- \$770 for 100
Letter Art Magnets or Lucite Frames- \$1195
Light Writing- \$1195
Magic Mugs-\$1795 for 100 \$14 addtl
Military Dog Tags-\$995
Money Booth \$650
Oxygen Bar-\$1595
Personalize it gifts-call
Sign Shop-\$1450
Slow Motion Video Booth- \$1795
Spin Art with Frisbees, Bags, Stunner Shades
or T-shirts- \$1195 (200 pcs)
Tie Dye- shirts \$1095 for 100 \$9 addtl
Wax Hands-\$1695

INCLUDED:

Attendants, Set Up, Tear Down,
All Necessary Supplies and Everything
needed to make your night a success!

973-808-8700

www.anyexcuseforaparty.com

COMPLETE SECTION I ONLY

DATE 6/4/18

(B)

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

Pay \$ 38,305.23 to the order of Grand Marquis

and charge the account of Senior Prom Acct. No. 2012

Purpose: final balance payment - Prom 2018 UHS

Senior Prom Club or Activity
Cheyl Fister Faculty Adviser - Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved [Signature] Date _____
Principal - Signature

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

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

SCHOOL: UHS Date: 6/5/18

DEPARTMENT: Senior Prom Account: 2012

VENDOR: Grand Marquis Amount: 38,305.23

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Final balance
payment - Class of 2018 Prom

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]
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

GRAND MARQUIS

1550 Route 9 S. · Old Bridge, NJ 08857 · P. 732-679-5700 · F. 732-679-7209 · www.grandmarquiscaterers.com

Date:	6/7/18 - Thurs PM
Room:	Whole Building
Printed:	6/1 - Nerilla
Checked:	
Sent:	

Union High School - Cheryl Fiske
2350 North Third Street, Union, NJ 07083

Food	560	Adults	\$51.24	\$	28,694.40					
	35	Chaperones	\$25.62	\$	896.70					
	0	Vendors	\$25.62	\$	-					
Total Food & Beverage:					\$	29,591.10				
Service Charge : 21%					\$	6,214.13				
Tax: EXEMPT					\$	-				
Subtotal:					\$	35,805.23				
Room Fee:					\$	-				
Chapel:					\$	-				
Options:					\$	-				
Event Specialist:					\$	900.00				
Maitre D:					\$	900.00				
General Manager:					\$	700.00				
Captain:					\$	500.00				
Total Options:					\$	3,000.00				
Tax On Options:					\$	-				
Subtotal:					\$	3,000.00				
Deposit 1	Deposit 2	Deposit 3	Deposit 4	Deposit 5	Deposit 6	Deposit 7	Total	\$	38,805.23	
\$500.00								Less Deposit	\$	500.00
ALL FINAL PAYMENTS MUST BE PAID BY CASH OR CERTIFIED CHECK ONLY								Balance Due	\$	38,305.23
ALL DEPOSITS AND PAYMENTS ARE NON - REFUNDABLE										
PLEASE MAKE CHECK PAYABLE TO GRAND MARQUIS										
FINAL PAYMENT DUE NO LATER THAN:										

FAILURE TO MAKE THE ABOVE PAYMENT WILL RESULT IN DELAY OR CANCELLATION OF YOUR AFFAIR