

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: 5/18

DEPARTMENT: Class of 21 Account: 2227

VENDOR: O'Donnell Sign Company Amount: 1750.00

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

Cheryl Fiske  
NAME

Cheryl  
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.

Yolanda Koon  
Business Admin/Board Secretary

\_\_\_\_\_  
Date

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

Invoice No. 44770

**INVOICE**

**Customer**  
 Name UNION HIGH SCHOOL CLASS of 2021  
 Address 2350 NO. 3rd STREET  
 City UNION State NJ ZIP 07083  
 Phone CHERYL FISKE 908-419-4005

**Misc**  
 Date 5/16/2021  
 Order No. CHERYL  
 Rep BILL  
 FOB

Qty	Description	Unit Price	TOTAL
250	STUDENT NAMES ADDED TO PREVIOUSLY ORDERED SIGNS	\$ 7.00	\$ 1,750.00
	THANK YOU, IT IS ALWAYS A PLEASURE WORKING WITH YOU. LOOKING FORWARD TO WORKING WITH YOU NEXT YEAR!		
	TAX-EXEMPT		

SubTotal	\$ 1,750.00
Shipping	
<b>TOTAL</b>	<b>\$ 1,750.00</b>

**Payment** Check  
 Comments \_\_\_\_\_  
 Name \_\_\_\_\_  
 CC # \_\_\_\_\_  
 Expires \_\_\_\_\_

Tax Rate(s)

Office Use Only

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

"Thank You for Choosing O'Donnell Sign Company"

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: Union High School Date: 5/5/2021

DEPARTMENT: Music/Theatre Account: 2077

VENDOR: Ophelia & Friends, LLC Amount: \$1610.16

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Prop rental for UHSPAC production  
of Once On This Island

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

Melissa Abbate

NAME

*Melissa Abbate*

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.

\_\_\_\_\_  
Yolanda Koon  
Business Admin/Board Secretary

\_\_\_\_\_  
Date

# Ophelia and Friends, LLC.

PropRentalsNY.com

Address: 2184 Pond Road - Unit A3  
Ronkonkoma, NY 11779

Voice: 516-459-0106  
Fax: 631-676-2305  
Email: John@PropRentalsNY.com

## Prop Rental Invoice #3145

Name: Melissa Abbate

PO#

Union High School Performing Arts Company

Phone # 908-851-6780

2350 North 3rd Street

Union, NJ 07083

Production: *Once On This Island*

Rental Dates: May 10 - 23, 2021

Notes: To the curb delivery to the school and pick up after the production.

Props rent weekly from Monday to Monday. Delivery Saturday morning - May 8th.

Item #	Description	Price	Extended Price
C 162	Knights Dress Dagger - 18" Long with 3" Hilt - Black and Pearl Handle	\$20.00	\$20.00
D 036 a-d	FOUR Tiny Baskets 4", 4", 3 1/2", 3"	\$5.00	\$5.00
E 040	55 Gallon Steel Oil Drum 2' 11" H X 22" Dia	\$65.00	\$65.00
E 115 a-b (2)	TWO Palm Trees - 12' High when assembled, Weighted Bases, 11 Removeable Fronds each, 2 half barrels, 4 sandbags, 2 burlap wraps	\$145.00 ea	\$290.00
E 117 a-f (3)	THREE Plastic Rocks - 34" Wide X 24" Deep X 25" High	\$32.00 ea	\$96.00
E 178 a-c (3)	THREE Plastic Rocks - 24" Wide X 22" Deep X 5" High	\$26.00 ea	\$78.00
E 247 a	Seaside Dock Pillar with Seagull - 4' High X 1' 8" X 1' 8"	\$85.00	\$85.00
G 184 a-b	Basket of Fruit	\$26.00	\$26.00
J 072	Plastic Shovel - 3'11" Long, Head of Shovel is 7" X 8 1/2"	\$16.00	\$16.00
J 106	Pitch Fork - 5' 6" Long - 4 Prongs	\$12.00	\$12.00
G 202 a-b	Basket of Colorful Vegetables - 19 Assorted plastic vegetables - Assortment may vary. Basket 12" H X 13 1/2" Dia	\$22.00	\$22.00
M 006	Gold Medallion & Chain	\$12.00	\$12.00
H 131	Silver Tray - 21" X 12"	\$16.00	\$16.00
H 160 a-b (2)	TWO Matching Small Oval Silver Trays - 13 1/2" Long X 8" Wide	\$6.00 ea	\$12.00
J 010	Reinforced Wooden Crate - 18" X 15" X 10 1/2"	\$22.00	\$22.00
J 021	Oval Metal Tub - 22" X 15" X 12"	\$18.00	\$18.00
J 053	Metal Watering Can	\$10.00	\$10.00

J 059	Reinforced Wooden Crate 18" L X 15" W X 13" H	\$20.00	\$20.00
J 060	Brown Peach Basket w/ Netting 18" Dia X 12" H	\$7.00	\$7.00
J 108	Coil of Heavy Rope - 60' Long	\$24.00	\$24.00
J 118	Brass Watering Can 12" L X 4 1/2" W	\$6.00	\$6.00
J 127	Pitch Fork - 5' 6" Long - 4 Prongs	\$12.00	\$12.00
J 138	Wooden Fish Storage Box 32" X 21" X 13"	\$24.00	\$24.00
J 149	Broom w/ Black Bristles - 4'2" X 9"	\$4.00	\$4.00
J 158	Green Metal Watering Can 8" High X 11" Wide	\$7.00	\$7.00
J 176	Wood and Metal Wash Board 24" X 12"	\$16.00	\$16.00
J 178	Wooden Lobster Trap 32" Long X 15" High X 24" Wide	\$26.00	\$26.00
O 062	Black Glass Perfume Bottle with Bulb and Tassel 5" X 3"	\$8.00	\$8.00
N 026	Paper and Wood Fan - Gold/Pink - one side, Orange/Gray - reverse side 12" X 8 1/4"	\$7.00	\$7.00
Q 035	Metal Lantern with Light - 14" High - Battery Powered	\$32.00	\$32.00
R 002	Brown Sitting Teddy Bear - 11" High X 8" Wide X 10" Deep	\$6.00	\$6.00
T 004	Bouquet of Flowers	\$4.00	\$4.00
T 028	Small Black Rubber Tire 1' 10" Dia X 7" Thick	\$8.00	\$8.00
T 080 a-b (2)	TWO Large White Life Rings 24" Dia	\$36.00 ea	\$72.00
T 083	Wooden Oar - Paddle Painted Red 5' L with 5" W	\$10.00	\$10.00
T 084	Wooden Oar - Natural Wood 5' L with 5" W	\$10.00	\$10.00
T 182	75 Plastic Gold Coins - 1 1/4" Diameter	\$6.00	\$6.00
T 242	Maroon Book w/ Gold Writing "The Harvard Classics" 8 3/4" x 5 3/4" x 1 1/4"	\$6.00	\$6.00
T 267	1950's Chevrolet Hub Cap 14" Dia	\$9.00	\$9.00
T 402 (4)	FOUR Fish Nets with Shells - 10' X 5'	\$14.00 ea	\$56.00
T 420 (2)	TWO Matching Wooden Oars - Natural Wood 5' 11" Long with Paddle 5" Wide across the paddle	\$9.00 ea	\$18.00
W 001	Patchwork Quilt - Reversible 6' X 5'	\$18.00	\$18.00
	First Week Rental Fee		\$1,221.00
	Second Week at 35% Discount		\$793.65
	Special Covid-19 Discount		(\$793.65)
	Ronkonkoma to Union - round trip = 152 Miles X 2 Trips = 304 miles at .29 per mile		\$88.16
	Gas for two round trips at \$38.00 per trip		\$76.00
	Tolls		
	<b>Subtotal:</b>		<b>\$1,385.16</b>

---

<b>Driver Time Van Delivery and Pickup:</b>	<b>\$225.00</b>
<b>NYS Sales Tax:</b>	<b>Out Of State</b>
<b>Grand Total:</b>	<b>\$1,610.16</b>

EXHIBIT B-1

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

SCHOOL: Union High School Date: 5/21/2021


DEPARTMENT: MARCHING BAND Account: 2033  
A WISH COME TRUE NOT TO EXCEED

VENDOR: PERFORMANCE WEAR Amount: \$2,000

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: COLOR GUARD UNIFORMS  
FOR THE MARCHING BAND

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

MICHAEL HAMILTON  
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.

G Yolanda Koon  
Business Admin/Board Secretary

\_\_\_\_\_  
Date





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: Union High School

Date: 5/24/21

DEPARTMENT: UHSPAC Account: 2077

VENDOR: The Costumer Amount: \$1529.60

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): \_\_\_\_\_

Costume Rental for UHSPAC Spring 2021 Musical

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

Patrick B. Phillips

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.

\_\_\_\_\_  
Yolanda Koon  
Business Admin/Board Secretary

\_\_\_\_\_  
Date



Theatrical Rentals & Sales  
 The Costumer- Theatrical Rentals  
 1020-1030 Barrett St  
 Schenectady, NY 12305  
 Tel: 518-374-7442  
 Email: [billing@thecostumer.com](mailto:billing@thecostumer.com)

468105.1.3



4.0.0.36  
 C:\En4\Ent\Tip\Clupst

Operator: Donna K  
 Saved Mon, May 24, 2021 11:41 am

Out Wed, May 12, 2021  
 Due Tue, May 25, 2021

Melissa Abbate  
 Union High School(NJ)  
 2350 North 3rd Street  
 Union, NJ 07083  
  
 Tel: 908-851-6780

Customer ID 2123  
 Alt. ID: 07083

**Invoice**  
**Rental Contract**  
 Please Remit Payment to:  
**The Costumer**  
 1020-1030 Barrett St.  
 Schenectady, NY 12305


All Sales Are Final. No Refunds. Exchange or store credit issued only with a printed receipt indicating purchase was made within the last 30 days. We cannot take back teeth/fangs, tights, shoes, dancewear, hair goods and makeup (even if unopened).

Qty	Description	Part Nr	Unit Price	Adj	Extended
<b>On Rent</b>					
1 Ea	Once on this Island (Thea Show) Item Notes: One week rental of 27 Costumes for Once On This Island		1,465.60	0.00	1,465.60
<b>Sold</b>					
1 Ea	Shipping & Handling Cost to ship 2 boxes of Costumes one-way to the High School	INHOUSE	64.00	0.00	64.00
1 Ea	Return Shipping Item Notes: Cost to ship 2 boxes of Costumes back to The Costumer on 5/24/2021 The Costumer will call UPS to schedule a pick-up for the return shipping of the Costumes	30477	0.00	0.00	0.00

Charged to Account		
05/12/2021	468105.1.2	1,605.60
05/24/2021	468105.1.3	-76.00
<b>Total Charges</b>		<b>1,529.60</b>

Summary	
Shipping	-76.00
<b>Subtotal</b>	<b>-76.00</b>
<b>Total Charges</b>	<b>-76.00</b>

This Invoice	
Shipping	-76.00
<b>Amount unpaid</b>	<b>-76.00</b>

*→ New Amount Due  
 Thanks,  
 Donna*  


Signature X 

I. This will authorize the Treasurer of the UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT

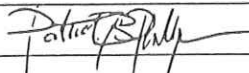
Pay \$ 1529.60 to the order of The Costumer

Charge to CLUB ACCOUNT: UHSPAC Acct.No. 2077

Purpose: Spring Musical Costume Rental

UHSPAC

Club Name



Club Advisor Signature

=====  
II. Account Balance: \_\_\_\_\_ Verified By: \_\_\_\_\_

Date: \_\_\_\_\_ Comment: \_\_\_\_\_

III. Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Principal - Signature

=====  
IV. Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed By: \_\_\_\_\_  
\_\_\_\_\_

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 5/24/21

DEPARTMENT: UHSPAC Account: 2077

VENDOR: Audio Inc Amount: \$6498.70

PURPOSE OF EXPENDITURE (attach appropriate invoice(s): \_\_\_\_\_

Audio Rental for UHSPAC Spring 2021 Musical

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

Patrick B. Phillips

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.

\_\_\_\_\_  
Yolanda Koon  
Business Admin/Board Secretary

\_\_\_\_\_  
Date



## Audio Inc

170 W Westfield Ave Suite 1  
Roselle Park NJ 07204

908-620-1007 *ai.accounting@audioinc.us*

# Invoice

**Invoice No** 954899-R  
**Invoice Date** 5/17/2021  
**Quote #** 5123/5226  
**Payment Terms** 14 Days

### Purchase Order #

### Bill To

Union High School  
2350 N 3rd St  
Union NJ 07083

### Venue / Ship To

Union High School  
2350 N 3rd St  
Union, NJ 07083

**Job / Project** RQ5123 - Once on this Island

**Service Date** 05/17-05/23/2021

Description	Amount
Equipment Rental - Audio / Video / Lighting / Staging	2,609.70
Crew - Installation / Operation	3,689.00
Transportation / Cartage	200.00

[www.audioincorporated.com](http://www.audioincorporated.com)

**Subtotal** \$6,498.70  
**Sales Tax (6.625%)** \$0.00  
**Payments/Credits** \$0.00  
**Amount Due** \$6,498.70

Please pay by the date shown. Invoices not paid within terms are subject to 1 1/2% monthly finance charges.

**Please Pay By** 5/31/2021

UHS STUDENT ACTIVITIES ACCOUNT

DATE: 5/24/21

I. This will authorize the Treasurer of the **UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT**

Pay \$ 6498.70 to the order of Audio Inc

Charge to CLUB ACCOUNT: UHSPAC Acct.No. 2077

Purpose: Spring Musical Audio Rental and Labor

UHSPAC

  
Club Advisor Signature

Club Name

=====

II. Account Balance: \_\_\_\_\_ Verified By: \_\_\_\_\_

Date: \_\_\_\_\_ Comment: \_\_\_\_\_

III. Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Principal – Signature

=====

IV. Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed By: \_\_\_\_\_

\_\_\_\_\_

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 5/25/2021

DEPARTMENT: Marching Band Account: 2033

VENDOR: USBANDS Amount: \$1,300.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): MEMBERSHIP AND  
ENTRANCE FEES FOR THE 2021 SEASON

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

MICHAEL HAMILTON  
NAME

  
SIGNATURE

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

\_\_\_\_\_  
Yolanda Koon  
Business Admin/Board Secretary

\_\_\_\_\_  
Date



4065 Nelson Ave Concord, CA 94520

**Michael Hamilton**  
**(Union High School)**  
 2350 North 3rd Street, Room A104  
 Union, New Jersey 07083

2021 STATEMENT

Date	Item #	Name	Amount	Payment	Balance
2021-03-03	#4335	Event Entry Fee 2021 :: Hillsborough HS - 27th Annual Raider Band Festival	\$0.00		\$0
2021-03-03	#4336	Event Entry Fee 2021 :: Hanover Park High School	\$0.00		\$0
2021-03-03	#4337	Event Entry Fee 2021 :: South Brunswick HS - Tournament of Champions	\$0.00		\$0
2021-03-03	#4338	Event Entry Fee 2021 :: Hunterdon Central Regional High School	\$0.00		\$0
2021-03-03	#4332	Membership Fee	\$400.00		\$400
2021-03-03	#4333	Event Entry Fee 2021 :: USBands New Jersey A Class State Championships	\$300.00		\$300
2021-03-03	#4334	Event Entry Fee 2021 :: USBands National Championships A Class (Two Days)	\$600.00		\$600
			<b>Total balance for 2021:</b>		<b>\$1,300.00</b>

[View full account history at usbands.org](http://usbands.org)



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EXHIBIT B-1

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

SCHOOL: Union High School

Date: 5/26/2021

DEPARTMENT: Music/Theatre Account: 2077

VENDOR: 11thourDesign Amount: \$6,074.25

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Scenic materials, construction,  
and design; marketing design and materials

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

**Melissa Abbate**

NAME



SIGNATURE

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

\_\_\_\_\_  
Yolanda Koon  
Business Admin/Board Secretary

\_\_\_\_\_  
Date



# 11thourDesign

## INVOICE

Attention:  
UHSPAC  
2350 North Third St.  
Union NJ 07083

Total due: \$6,074.25 by Jun 25, 2021

May 26, 2021

2021: Once On This Island

Invoice # 2021226

Please make check payable to  
11thourDesign.

Apple Pay • Venmo  
CC-3.5% fee (Square)

Item	Subtotal
Scenic Materials	\$1,574.25
Scenic Design & Construction	\$1,500.00
• additional set plans	
Creative Design & Marketing	\$3,000.00
• website	
• email marketing	
• social media	
• box office signage	
• lawn signs & banner	
• posters	
• digital program & handout	
• show apparel	
• video promo editing	
Subtotal	\$6,074.25
Total due by Jun 25, 2021	\$6,074.25

11thourDesign – Paul Gaschler

6 Burnside Ave • Cranford, NJ 07016 • 908.591.5551



EXHIBIT B-1

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

SCHOOL: High School Date: 5/25/21  
DEPARTMENT: Counseling Account: AP  
VENDOR: Collegeboard Amount: Not to exceed \$25,000 -

PURPOSE OF EXPENDITURE (attach appropriate invoice(s): To pay for AP  
Items. Invoice will not be  
available until June 10, 2021. The amount  
will not exceed \$25,000

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

Linda DeGange  
NAME  
Linda DeGange  
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.

\_\_\_\_\_  
Yolanda Koon Date  
Business Admin/Board Secretary

## Your invoice will be ready on June 9, 2021

Before then, there are a few things you should do to make sure your invoice is accurate.

### **Check Your School's Billing Contact Info**

On June 9, 2021, we will email the invoice to:

Linda DeGeorge

ldegeorge@twpunionschools.org

2350 N 3rd St

Union, NJ 07083

Go to your settings if you need to update the contact info

### **Check Your Students' Fee Reduction Status**

Make sure that you've indicated each student eligible for an AP College Board fee reduction as 'Reduced' under the AP Fee Status field on the Students page. This will ensure that any exams taken by these students are priced correctly. If you need to make a change to a student's fee reduction status after April 30, 2019, you will need to call AP Services at (877) 274-6474 (toll free in the United States and Canada) or (212) 632-1781.

### **Mark All Unused Exams**

If any students don't take an exam that was ordered for them, you need to indicate those exams as 'Unused' on the Students page, so that the full exam fee isn't applied for those exams.

### **Purchase Order Number**

If your school uses a Purchase Order when paying for AP Exams, you can add or edit purchase order numbers from the Settings page.

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## Make Sure Your Students Are Ready for the Digital Exam

Review students' exam statuses and makeup requests.



### Student Registrations

Students

**275**

Enrollments

**499**

### Exam Registrations

Taking

**318**

Not Taking

**122**

Undecided

**0**

Unused

**66**

### Cost

Total Cost

**\$23,693**

### Orders

#### Submitted

You will be notified when your exam materials ship.

[View Order Details →](#)

[View Shipments →](#)

## AP Classroom

Access AP coordinator interactive tutorials and AP resources for your teachers and students

