

EXHIBIT B-1

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

SCHOOL: Union High School Date: 5/15/23
 DEPARTMENT: MUSIC Account: 2045
 VENDOR: Twp of Union BOE Amount: \$9250.00

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

REFUND MONEY PAID IN 2020 FOR BOSTON TRIP
CHAPMAN'S - TRIP WAS CANCELED DUE TO COVID-19
PANDEMIC

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: MICHAEL HAMILTON

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 approved amount.

Yolanda Koon, Business Administrator _____ Date: _____



Michael Hamilton <mhamilton@twpunionschools.org>

WorldStrides Refund

Tori Kruse <tkruse@twpunionschools.org>
To: Michael Hamilton <mhamilton@twpunionschools.org>

Wed, May 10, 2023 at 2:31 PM

Hi Michael,

Mrs. Koon stated that with the supporting documentation that you provided detailing the \$35.00 per person fee which was subtracted from the full amount that was paid for the 10 chaperones to be deducted from the original amount of \$9,600.00 is fine to proceed with the refund on PO# 20-02878 in the amount of \$9,250.00 from the student activity account. If you have any questions please let me know.

Best Regards,

Tori N. Kruse

Tori N. Kruse
Central Office Administrative Asst. of District Supervisor Dept.
Township of Union Board of Education
Hamilton School
1231 Burnet Avenue
Union, NJ 07083
908.851.6552 (Office)

On Wed, Apr 19, 2023 at 10:35AM Michael Hamilton <mhamilton@twpunionschools.org> wrote:
[Quoted text hidden]

This will authorize the Treasure of the **UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT**

Pay \$ \$9,250.00 to the order of TWP of Union Board of Education

Charge to **CLUB ACCOUNT**: Band/Chorus Fundraiser (Spring Trip) **Acct. No.** 2045

Purpose: Refund money paid in 2020 for Boston trip chaperones.

This trip was canceled due to COVID-19 pandemic

Band/Chorus Fundraiser (Spring Trip)

Club Name



Club Advisor Signature

Account Balance: _____ Verified By: _____

Date: _____ Comment: _____

Approved: _____

Principal Signature

Date: _____

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: 5/22/23
DEPARTMENT: Gabriel Drouet field trip Account: 2238
VENDOR: Sunny Trail Inc. Amount: 1,700⁻

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Field Trip

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: Gabriel Drouet

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 approved amount.

Yolanda Koon, Business Administrator _____ Date : _____

SUNNY TRAIL INC. CHARTER BUS SERVICE CONTRACT

Charter Number: 2023469

Date Booked: 5/11/2023

Charter Bus Company

Sunny Trail Inc.
487 Spotswood Gravel Hill Rd
Monroe, NJ 08831
Tel: 732-754-4566
Email: sunnytrailinc@gmail.com

Customer

Gabriel Drouet
Union High School
Phone: 201-577-2123
Email: gdrouet1@gmail.com

Service Details

Vehicle: 56 Seat Motor Coach

June 1, 2023

Pick up: 9:00am at 2350 N 3rd St, Union, NJ

Drop off: Citi Field

Wait & return at 4:30pm

Service Rate

Charter Bus Fee: \$1700

Terms and Conditions

1. Payment Method

Pay by Cash, Zelle, ACH, Check, Credit Card, Wire, PayPal, etc.

Credit card payment with additional 4% fee

Wire transfer with \$25 fee

Full payment is due two weeks prior to the trip.

2. Cancellation Fee

Cancellation within one week: 100%

Cancellation within two weeks and more than one week: 50%

Cancellation within three weeks and more than two weeks: 20%

3. Overtime

\$80 per HALF hour

4. Prohibited Items

- Smoking
- Alcohol
- Golf shoes, ski boots, or other shoes with spikes
- Fuel containers, Fire Arms, explosives, and fireworks (federal law)

5. Policy on Mechanical and Electrical Issues

In the event of a mechanical breakdown, our company will make every effort to supply a replacement vehicle of appropriate capacity in a timely manner. If a replacement vehicle is dispatched and the client refuses, no refund will be given. If our company is unable to secure a replacement vehicle, we will issue a refund to the client a pro-rated amount equal to the amount of time or mileage that the client did not use the vehicle for with no further liability to our company. In case

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

Pay \$ 1700 to the order of Sunny Trail Inc.

Charge to CLUB ACCOUNT: Gabriel Drouet Field Trip Acct.No.

Purpose: Bus Trip Fee For Baseball Field Trip

_____ Club Name _____ Club Advisor Signature

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II. Account Balance: _____ Verified By: _____

Date: _____ Comment: _____

III. Approved: _____ Date: _____

Principal - Signature

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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: 5/17/23
DEPARTMENT: Dance Club Account: 2083
VENDOR: Gertrude Hawk Amount: \$1680
Chocolate

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Paying their portion

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: Ashley Curv
SIGNATURE: Ashley Curv

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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 \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator _____ Date : _____

X117 RUM
5/10/23

Gertrude Hawk Chocolates®

901 Keystone Park, Dunmore, PA 18512

Phone 800-822-2032

505776
UNION HS SCHOOL DANCE TEAM
ASHLEY CARR
2350 NORTH THIRD STREET
UNION NJ 07083

Remit Gertrude Hawk Chocolates
Payment to: PO Box 69512
Baltimore, MD 21264-9512

Statement Date 5/01/23

Terms

1%15-Due 30days Page: 1

ORDER #	INVOICE #	INVOICE DATE	INVOICE AMOUNT	PAYMENT	AMOUNT DUE
793688	5393371	1/05/23	1680.00		1680.00
THIS IS A STATEMENT IF PAYMENT HAS BEEN MADE, PLEASE DISREGARD THIS NOTICE!			PAST DUE	CURRENT	ACCT IS PAST DUE
			1680.00	.00	ACCT IS PAST DUE
					1680.00

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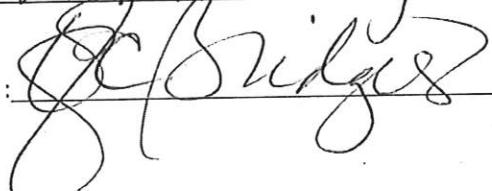
Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: Union High School Date: 6/1/23
DEPARTMENT: Peer Ambassadors Account: 2003
VENDOR: C & R Graphics Amount: \$1500.00

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Purchase of graduation stoles for Leadership Program. Required deposit of \$750.00 requested. The balance due at completion of order equaling \$750.00.

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: Patricia Bridges
SIGNATURE: 

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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 \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator _____ Date: _____

C & R Graphics
387 Forest Dr
Union, NJ 07083
908-380-3713
@crgraphicsnj.com



INVOICE

BILL TO
Union High School
2350 N 3rd St.
Union, NJ 07083

INVOICE # 32327
DATE 06/01/2023
DUE DATE 07/01/2023
TERMS Net 30

QTY	DESCRIPTION	AMOUNT
50	Graduation Stoles, Leadership 2023	1,500.00
1	Deposit 50% Required	-750.00

We appreciate your business and look forward to working with you again.

SUBTOTAL	750.00
TAX	0.00
TOTAL	750.00
BALANCE DUE	\$750.00