

**ATHLETIC  
DEPARTMENT**

## **Memo**

To: Diane Cappiello

From: Phyllis Lang, Secretary  
Athletic Office

Re: Add to agenda over \$1000.00 Expenditure

Date: 3/12/2018

Attached are Expenditures for the Athletics over \$1000.00.

- 1) Girls Basketball Semi Final Game Ticket sales

Please approve at the next Board Meeting.

Thank you

Phyllis

EXHIBIT B-1

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

School : Union High School Athletics

Date: 3/12/2018

Department: Athletics

Account: 2190

Vendor: NJSIAA

Amount: approx. \$3000.00

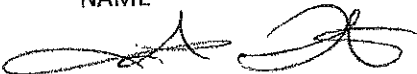
PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: This is an estimation for ticket sales for the Girls Semi-final state Basketball game.

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

Linda Ionta-Director of Athletics  
NAME

  
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.

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

\_\_\_\_\_  
Gregory Brennan, Business Administrator

\_\_\_\_\_  
Date