

EXHIBIT B-1

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

SCHOOL: BMS Date: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_ Account: 2006  
VENDOR: Charter Up Amount: 5479.60

PURPOSE OF EXPENDITURE (attach appropriate invoice(s): transportation to  
High Note Music Festival

In accordance with the Student Organization Fund-Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00.

Julie Corvath  
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 \$1,000.00.

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

\_\_\_\_\_  
Yolanda Koon, Business Administrator Date

TOWNSHIP OF UNION BOARD OF EDUCATION  
 FIELD TRIP APPROVAL REQUEST  
 APPLICATION DATE: \_\_\_\_\_

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 Burnet Middle School GRADE 6-8  
 TEACHER(S) Myers & Singletary, Hamilton, Orpilla, Campbell, P. Frazier, Das Santos, Murray  
 DATE OF TRIP June 1, 2023  
 DESTINATION Calvary Temple & Dorney Park  
 ADDRESS/CITY 3436 Winchester Rd, Allentown, PA & Dorney Park Rd, South Whitehall Township, PA  
 (Please attach directions)  
 PURPOSE OF TRIP Music competition & evaluation  
 (Must be of educational value to the children)

Pick-up Time (No earlier than 9:10 AM) 7:20 AM Specific Location BMS

Return Time (Must be back at school by 1:40 PM) 7:00 PM Specific Location BMS

Total Number of Passengers 120 (Bus Capacity is 54, Van Capacity is 16)

TRANSPORTATION BUDGET AC#FUNDING SOURCE: \_\_\_\_\_  
 (i.e. xx-xxx-xxx-512-xx-xx-xxxx)  
 TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR

<input type="checkbox"/> I am requesting in house transportation		<input checked="" type="checkbox"/> I am requesting contractor transportation	
1. In house Bus cost =	_____	1. Contractor Bus cost =	<u>\$4425.00</u>
2. Entrance Fee =	_____	2. Entrance Fee =	<u>\$6360.00</u>
3. Total Trip Cost: Add 1 + 2 =	_____	3. Total Trip Cost: Add 1 + 2 =	<u>\$10,785.00</u>
4. District Cost Bus =	_____	4. District Cost Bus =	_____
5. Student Cost Bus =	_____	5. Student Cost Bus =	<u>\$4425</u>
6. District Cost Fees =	_____	6. District Cost Fees =	_____
7. Student Cost Fees =	_____	7. Student Cost Fees =	<u>\$6360.00</u>
Line 3 should equal the total of lines 4+5+6+7		Line 3 should equal the total of lines 4+5+6+7	

Supervisor's Approval [Signature] Date 12/20/22  
 Principal's Approval [Signature] Date 12/20/22

\*\* 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				
Sch Business Admin	<u>CK</u>			
Transportation	<u>MG</u>			<u>12.22.22</u>

## Billing Contact

First Name

Stephen

Email Address

smyers@twpunionschools.org

Last Name

Myers

Phone Number

(908) 328-3559

## Reservation #676849

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1	Address: 1000 Caldwell Ave, Union, NJ 07083, USA	Pickup Date 6/1/2023 7:00 AM
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2	Address 3436 Winchester Rd, Allentown, PA 18104, USA	Dropoff Date 6/1/2023 9:00 AM	Pickup Date 6/1/2023 10:00 AM
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3	Address Dorney Park & Wildwater Kingdom 4000 Dorney Park Rd, Allentown, PA 18104, USA	Dropoff Date 6/1/2023 10:30 AM	Pickup Date 6/1/2023 5:00 PM
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4	Address 1000 Caldwell Ave, Union, NJ 07083, USA	Dropoff Date 6/1/2023 6:30 PM
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Trip Type Hourly	Passengers 105	Vehicle 2 Charter Bus	Drivers 2
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Rates	Charges
	Base Fare \$5,600.00
	Processing Fees \$168.00
	Discount -\$288.40
	<b>Trip Total \$5,479.60</b>

	Payments Received
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Grand Total \$5,479.60

Remaining Balance \$5,479.60

If paying by check, please mail the check and include this invoice to the following mailing address:

CharterUP LLC  
6595 Roswell Rd  
Ste G291  
Atlanta, GA 30328

If paying by wire, the banking information can be found below:

CharterUP LLC  
6595 Roswell Rd  
Ste G291  
Atlanta, GA 30328  
Bank: JP Morgan Chase  
Account Number: 888756209  
Routing Number: 061092387

Terms & Conditions were accepted on 5/8/2023 2:47 AM (GMT).  
See <https://www.charterup.com/transportation-terms>.