

EXHIBIT B-1

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

SCHOOL: UHS DATE: 11/12/19
DEPARTMENT: English ACCOUNT: 2228 - Junior Class
VENDOR: Villani AMOUNT: 4,740.00

PURPOSE OF EXPENDITURE (Please attach the appropriate invoice(s):

Field trip to Philadelphia, PA - Cost
of bus services

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

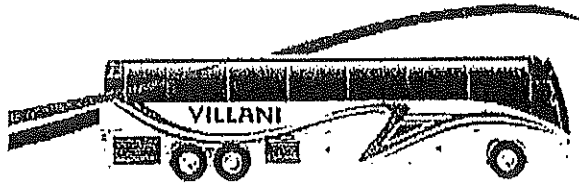
NAME: Laurie Romero
SIGNATURE: Laurie Romero (JF)

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.

Manny Vieira, 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

Lori Romero
Union High School
2350 N. 3rd. Street
Union, NJ 07083 USA

Confirmed: 09/26/19
Charter No. : 80340

Phone:
Fax: 908-687-5204
Order Date 09/26/19
SalesRep: Jennifer

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: **Constitution Center**
Group Leader: **Lori Romero**
Destination: **Philadelphia, PA**

Coaches: 4
Equipment: 4-55 Motor Coach

Leave Date: **Thursday, November 14, 2019**
Spot Time: **8:15 am**
Leave Time: **8:30 am**

Return Date: **Thursday, November 14, 2019**

Pickup Location: **Union High School
North 3rd Street
Union NJ**

Retn\Drop Time: **5:30 pm**
Destination Details: **Constitution Center
525 Arch Street
Philadelphia, Penna.**

Description	# Coaches	Qty	Rate	Charge
Single Day Motorcoach Trip - Local Service	1	4.00	\$1,150.00	\$4,600.00
Group pays bus parking fees at all tour points.	1	4.00	\$35.00	\$140.00
Operators Gratuity separate from rental rate quote	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	\$0.00

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	Transport Charge:	\$4,740.00
10/30/19	Final Payment	\$4,740.00		<u>Amount Paid</u>	\$0.00
				Balance Due	\$4,740.00

CANCELLATION POLICY: A full refund when cancelled 30 days before Leave Date, less than 30 days to 48 hours \$200 fee per bus will be charged. Cancellation less than 48 hours before the Leave Date/Time will be full price.

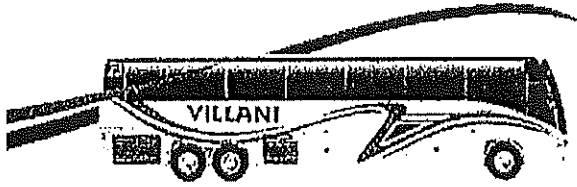
If you have not already done so, please remember to send us an itinerary complete with addresses to insure the success of your trip. Please call me if you have any questions.

Sincerely,

Charter Party Authorized Signature

Date

Jennifer



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Linden, NJ 07036

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Email: Info@villanibus.com

Charter Confirmation

Confirmed: 09/26/19

Charter No. : 80340

TOWNSHIP OF UNION BOARD OF EDUCATION
 FIELD TRIP APPROVAL REQUEST
 APPLICATION DATE: 9/27/19

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 11 + 14 adult chaperone
 TEACHER(S) L. Romero, J. Hajkowski, D. Bobertz, A. Selby, J. Tamillo, E. Gutierrez
 DATE OF TRIP Thurs., November 14, 2019
 DESTINATION Phila. - National Constitution Center, Liberty Bell, Independence Hall
 ADDRESS / CITY 525 Arch St., Philadelphia, PA 19106

PURPOSE OF TRIP To promote excitement for studying the non-fiction political documents (Constitution / Declaration of Independence) in the Junior English class.
(Must be of educational value to the children)
(Please attach directions)
~~paid~~ through Optimist club account

Pick-up Time (No earlier than 9:10 AM) 8:30 am Specific Location UHS (front of building)
 Return Time (Must be back at school by 1:40 PM) 5:30 pm Specific Location UHS (front of building)
 Total Number of Passengers 220 (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

 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>4740 + tip total</u> (See attach)
2. Entrance Fee	=	<u>7.50 per student</u> (See attach)
3. Total Trip Cost: Add 1 + 2	=	<u>34 per student</u>
4. District Cost Bus	=	<u>0</u>
5. Student Cost Bus	=	<u>4740 + tip</u>
6. District Cost Fees	=	<u>0</u>
7. Student Cost Fees	=	<u>7.50 per student</u>

Line 3 should equal the total of lines 4+5+6+7 (1,1650)? * See bel.

Supervisor's Approval _____ Date 9.27.19
 Principal's Approval MACSD Date 9.27.19
 ** 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	✓			OCT 18 2019
Sch Business Admin	<u>MJD</u>			
Transportation	<u>XSD</u> <u>SDJ</u>			Initial: _____

(with \$400 tip, extra .80 per student allows for 4-5 spots for students with special needs to ride)