

EXHIBIT B-1

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

SCHOOL: Union High School Date: 10/11/23

DEPARTMENT: Key Club Account: 46

VENDOR: Gertrude Hawk Amount: \$1000-\$2000

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Selling Gertrude Hawk chocolate (holiday sale) to fundraise for Key Club DEPON trip.

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

Mia Salachino
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.

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

Business Administrator

Date

EXHIBIT B-1

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

SCHOOL: Union HS Date: 10/16/23

DEPARTMENT: School ID Fines Account: 2201

VENDOR: Wristband Reserves Amount: \$1,092.94

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Temporary IDs
for students who come to school without their
ID card.

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

Antonio DeBellonia
NAME
Antonio DeBellonia
SIGNATURE

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

Business Administrator

Date

EXHIBIT B-1

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

SCHOOL: Union High School Date: 10/11/23
DEPARTMENT: Key Club Account: 46
VENDOR: _____ Amount: not to exceed
\$4100.00
PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Key Club
dues

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

Julia Saladino
NAME
[Signature]
SIGNATURE

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

Business Administrator

Date

EXHIBIT B-1

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

SCHOOL: BMS Date: 10/30/30
DEPARTMENT: Yearbook Account: 2014
VENDOR: Jostens Amount: \$2607.87

PURPOSE OF EXPENDITURE (attach appropriate invoice(s)): 2022/2023

Yearbooks.

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 Carvalho
NAME
Carvalho
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 attached.

Yolanda Koon, Business Administrator

Date



STATEMENT Accounts Receivable

Remit to: 21336 NETWORK PLACE
CHICAGO IL 60673-1213

BURNET MIDDLE SCHOOL
YEARBOOK
1000 CALDWELL AVE
UNION NJ 07083

Bill To Site: YEARBOOK

Statement Date	Customer Num.
06-SEP-23	1056260
Amount Remitted	

Invoice/Transaction Number	PO Number	Transaction Date	Transaction Type	Due Date	Reference	Transaction Amount	Amount Due
1344689		14-JUN-23	Invoice	14-JUL-23		3,138.57	
1344689	Yearbook Products	07-AUG-23	Credit			<530.70>	2,607.87
Credit Memo: 1352979							
SUBTOTAL: 2023							
TOTAL: YRBK 2023							2,607.87
<p>Jostens appreciates your patronage. Please review your records to ensure you have paid the invoices listed above that are due. If not, please forward payment to the remittance address listed above at this time. Should you have any questions or problems, please contact Accounts Receivable at (800) 854-7464 or at the following e-mail address Printing_AR@jostens.com. If you would like to pay by credit/debit card please call us at the telephone number listed. If your statement indicates that you have a credit balance, please notify our office within 60 days of the transactions date to have a refund check sent to clear the credit balance. Otherwise, the credit will be applied as a deposit against the next order.</p>							2,607.87
Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Amount Due		
0.00	0.00	2,607.87	0.00	0.00	USD 2,607.87		
Past Due					Finance Charges		

EXHIBIT B-1

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

SCHOOL: Kawameeh Date: 10/11/2023
DEPARTMENT: Library Account: #27
VENDOR: Scholastic Amount: \$3337.17

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):
Balance from 2023 Scholastic Book
Fair (9/26 - 10/2)

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: Jason Miranda

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 : _____



BOOK FAIR INVOICE						
School Name: KAWAMEEH MIDDLE SCHOOL Address Line 1: 490 David Ter Address Line 2: City, State, Zip: Union, NJ, 07083 Chairperson's Name: Lisa Krauze Chairperson's Phone: 9088516582 Chairperson's Email: lkrauze@twpunionschools.org	Date: 10/11/2023 Invoice #: W5441875BF Fair ID: 5441875 Account #: 319412 Region ID: 14 Rep Code:					
BOOK FAIR SALES – INCLUDING SALES TAX						
Cash & Checks	Credit Cards	POs	Scholastic Dollars			
\$3337.17	\$1446.05	\$0.00	\$21.00	=	\$4804.22	
Total includes any All for Books donations.						
SALES TAX COLLECTED						
Tax-Exempt Transactions					-	\$0.00
Total Amount Collected (excluding Tax-Exempt Transactions)					=	\$4804.22
Tax Rate (your tax rate is 6.625)					+	1.06625
Taxable Transactions (excluding Sales Tax)					=	\$4505.72
Sales Tax Amount						\$298.50
BOOK FAIR SALES						
Taxable Transactions (excluding Sales Tax)						\$4505.72
Tax-Exempt Transactions					+	\$0.00
Gross Sales (excluding Sales Tax)					=	4505.72
PROFIT OPTIONS						
Your Total Fair Sales (excl. Sales Tax & Scholastic Dollars Redemptions) of \$4484.72 entitles you to receive (50%) in Scholastic Dollars or (25%) in Cash.						
Scholastic Dollars Value						\$0.00
Cash Profit Value						\$0.00
AMOUNT DUE TO SCHOLASTIC						
Total Collected						\$4804.22
Subtract Cash Profit					-	\$0.00
Sub-Total					=	\$4804.22
Subtract Credit Cards \$1446.05					+ POs	\$0.00
+ Scholastic Dollars (Cash Equivalent)					-	\$21.00
Sub-Total					=	\$3337.17
CHECK AMOUNT TO REMIT TO SCHOLASTIC BOOK FAIRS						\$3337.17
Print Name: <u>Lisa Krauze</u> Signature: <u><i>Lisa Krauze</i></u> Phone Number: <u>908-851-6582</u>						



School Name: KAWAMEEH MIDDLE SCHOOL
Address Line 1: 490 David Ter
Address Line 2:
City, State, Zip: Union, NJ, 07083
Chairperson's Name: Lisa Krauze
Chairperson's Phone: 9088516582
Chairperson's Email: lkrauze@twpunionschools.org

Date: 10/11/2023
Fair ID: 5441875
Account #: 319412
Region ID: 14
Rep Code:

BOOK FAIR INVOICE INSTRUCTIONS

Review all information to ensure all sales have been recorded accurately.

SEND A COPY OF YOUR BOOK FAIR INVOICE with payment to:

Scholastic Book Fairs - 14 (*Please note new payment address)
PO BOX: 639849
Cincinnati, OH 45263-9849

If you had TAX-EXEMPT SALES, include copies of your TAX-EXEMPT CERTIFICATE OR RESALE CERTIFICATE to ensure that your Book Fair is finalized correctly, if you have not already sent it in.

IMPORTANT REMINDERS!

Did you know, you can receive a 10% **multiple fair reward** on any additional fair, after your first fair, based on your sales? Each additional fair must be over \$2,500 or above in sales (minus tax) and run between August 01, 2022 and July 31, 2023. Contact your book fair consultant to schedule your next fair. [See all details.](#)