

K-9

TOWNSHIP OF UNION BOARD OF EDUCATION  
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

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

SCHOOL : Union High School

Date:10/22/2015

DEPARTMENT: Athletics - Alumni Account

Account: 3202

VENDOR: Nixon Awards

Amount: Estimation \$3000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This is just an estimation of the cost for the Alumni inductees to be added to the banners in the gym. WE will need to add to each as alumni are added each year.

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, Phys Ed, Health & Nurses  
NAME



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.

\_\_\_\_\_  
James J. Damato, Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manuel E. Vieira, Business Administrator

\_\_\_\_\_  
Date

EXHIBIT B-1

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

SCHOOL : Union High School

Date:10/21/2015

DEPARTMENT: Athletics -

Account: 2190

VENDOR: Warren Hills Athletic


Amount: Estimation \$2100.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This check is the total which was given from the District for the Murray family who lost their son during a football game. The money was collected district wide.

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, Phys Ed, Health & Nurses

NAME



SIGNATURE

\*\*\*\*\*

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

\_\_\_\_\_  
James J. Damato, Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manuel E. Vieira, Business Administrator

\_\_\_\_\_  
Date

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

SCHOOL UHS

DATE 10/16/15

ACCOUNT NAME Key Club

ACCT.# 2046

VENDOR Key Club International

Maximum AMOUNT \$2,500.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S)):

club dues to Kiwanis / student registration  
see attached

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

Corey Lowery  
NAME

[Signature]  
SIGNATURE

BOARD APPROVAL DATE: 11/17/15

Please return  
to Laurie  
DelVecchio

Per the Student Organization Funds – Policy and Procedure Manual, approval of either/or the Board Secretary/Business Administrator for the purchase of goods and services greater than \$1,000

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

\_\_\_\_\_  
JAMES J. DAMATO, BOARD SECRETARY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Manuel E. Vieira, Business Administrator

\_\_\_\_\_  
DATE

SUPERINTENDENT'S APPROVAL

COMPLETE SECTION I ONLY

Date 10/14/15

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to

pay \$ <sup>Max</sup> 2,500 to the order of Key Club International

and charge the account of UHS Key Club Acc't. No. 46

Purpose: Club dues to Kiwanis / Student registration

Key Club  
Club or Activity

[Signature]  
Faculty Adviser Signature

\*\*\*\*\*

II. Account Balance <sup>\$</sup> 5245.70

Verified by [Signature]

Date 10/16/15 Comment

III. Approved [Signature]  
Principal - Signature

Date \_\_\_\_\_

IV. Date Paid \_\_\_\_\_

Check No. \_\_\_\_\_

Account No. \_\_\_\_\_

Processed by \_\_\_\_\_

# Dues

Here is an explanation of the dues process for the 2014-2015 service year. During the 71st International Convention, the **cost of international dues was raised to \$7.00**. District dues are still **\$5.50**. Clubs are also permitted to charge an additional **\$5.00** in order to nurture their club treasuries. The minimum charge for dues is no less than **\$12.50** and no more than **\$17.50**.

If the dues payment for your club is received by **November 1st, 2014**, the club will win an "Early Bird Award." If you are unable to have them received by the previously mentioned date, you can still send the dues payment in to meet the requirement for a dues paid club status. The deadline for regular dues payment is **December 1st, 2014**. Remember, for both of these dates, the dues payment must be received by the District, not postmarked.

As I am sure you already know, dues are vital for the smooth functioning of the District. Not only do they keep the District and International progress afloat, but they are also essential in coming back to reward members. Dues help pay for district functions like Regional Training Conferences, Fall Rally, and District Convention as well as help to fund the district website and cover the cost of printing the *Jersey Key*.

## Process for Dues Payment

1. Go to <http://www.keyclub.org/MUC/>.
2. Log into the Membership Update Center using the information provided from your advisor (see the below list for instructions on setting up a password if you do not already have one).
3. Update and edit all necessary member information (ex: deleting seniors, updating officer list).
4. Once your club member information is accurate and updated, print the invoice and either 1) mail it with a check or 2) submit credit card information directly after generating an invoice.

### Dues should be sent to:

Key Club International  
ATTN: NJ Dues  
3636 Woodview Trace  
Indianapolis, IN 46268

TO - Manny

TOWNSHIP OF UNION BOARD OF EDUCATION  
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

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

SCHOOL: BURNET MIDDLE SCHOOL

DATE: October 19, 2015 ✓

ACCOUNT NAME: Yearbook

ACCOUNT # 2014

VENDOR: Jostens, Inc.

AMOUNT \$4,101.65

Purpose of Expenditure [attach appropriate invoice (s)]:

Yearbooks -- Account #2014 Yearbook Account -- Ms Maria Fiordilino

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

Raymond Salvatore, Principal

Name



Signature

\*\*\*\*\*

Per the Student Organization Funds-Policy and Procedure Manual, student bodies, only with 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

\_\_\_\_\_  
James J. Damato/ Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manuel E. Vieira, Business Administrator

\_\_\_\_\_  
Date

*Cheek book*



# INVOICE

Please Pay From This Invoice

Remit To:  
Jostens  
21336 NETWORK PLACE  
CHICAGO IL 60673-1213

<b>Ship To:</b>	<b>No.</b> 1056260	<b>Sold To:</b>	<b>No.</b> 1056260	<b>Invoice #</b>	<b>Date</b>	<b>Page</b>
BURNET MIDDLE SCHOOL 1000 CALDWELL AVE UNION NJ 07083		BURNET MIDDLE SCHOOL 1000 CALDWELL AVE UNION NJ 07083		1008330B	1-Oct-15	1 of 1
				<b>Terms</b>	<b>Job Number</b>	<b>Job Year</b>
				NET 30	7594	2015
<b>Customer PO Number</b>						

<b>Bill To:</b>	<b>No:</b> 1056260				
BURNET MIDDLE SCHOOL YEARBOOK 1000 CALDWELL AVE UNION NJ 07083				<b>Sales Agent</b>	<b>Agent #</b>
				JAMES MITRO	3274
				<b>Copies</b>	<b>Pages</b>
				235	64
ATTN: Maria Fiordilino		<b>For Customer Service Call</b> 1-800-854-7464, Ext. 17186			

Line #	Description	Sell Price
1	PAYMENT FOR THE 2015 YEARBOOK ORDER	\$4,101.65

Total Charges +	Shipping & Handling +	Total Tax +	Subtotal +	Total Credits/ Adjustments (-)	Total Deposits/ Payments (-)	Please Pay this Amount
\$4,101.65			\$4,101.65			\$4,101.65

In the event that you do not sell or use your overrun copies, we will be happy to credit your account. To receive credit, please call or email your customer service representative within 60 days of your invoice date and confirm the number of overruns you were unable to sell.

**Please Detach and Return This Portion With Your Payment. Thank You For Your Order**

Customer PO Number	Customer No.	Invoice No.	Invoice Date	Amount	Payment
	1056260	1008330B	1-Oct-15	\$4,101.65	

Remit Jostens  
To: 21336 NETWORK PLACE  
CHICAGO IL 60673-1213

BURNET MIDDLE SCHOOL  
YEARBOOK  
1000 CALDWELL AVE  
UNION NJ 07083

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

SCHOOL VHS

DATE 10/2/15

ACCOUNT NAME Marching Band

ACCT.# 2033

VENDOR Pryglis Distributors Inc.

AMOUNT \$2,879.25

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

purchase of concession items for marching band competition  
on 10/31/15

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

Laurie DelGuercio  
NAME

Laurie DelGuercio  
SIGNATURE

BOARD APPROVAL DATE: 11/17/15

Per the Student Organization Funds – Policy and Procedure Manual, student bodies, only with 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.

JAMES J. DAMATO, BOARD SECRETARY

DATE

Manuel E. Vieira, Business Administrator

DATE



COMPLETE SECTION I ONLY

DATE 11/2/15

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ 2879.25 to the order of Pirylis Distributors

and charge the account of marching band Acct. No. 33

Purpose: concession purchase FOR 10/31/15

marching band  
Club or Activity

[Signature]  
Faculty Adviser - Signature

II. Account Balance \$2,720.47 \* Verified by [Signature]

Date 11/2/15 Comment \*check will not be cut until all money is deposited

III. Approved [Signature]  
Principal - Signature

Date 11/2/15

IV. Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed by \_\_\_\_\_

PHONE: 973-482-9326  
WWW.PIRYLIS.COM

PIRYLIS DISTRIBUTORS INC  
221 SUSSEX AVENUE

NEWARK, NJ 07103

SATURDAY 10/31/2015  
DRIVER: \_\_\_\_\_

CUSTOMER NO: CS1240

PH #: 908-851-6780

DELIVERY DATE: 10/31/2015

B UNION HS BAND  
IT 2350 NORTH THIRD STREET

S UNION HS BAND  
HT 2350 North Third Street

LO  
L UNION NJ 07083-

IO  
P UNION, NJ 07083

CUST. P/O NO:

ROUTE: 05 CENTRAL/SHORE STOP: 000

TERMS SALESPERSON ORDER SHIP-VIA INV. DATE INVOICE  
NET 7 DAYS 002 SUP 198895 OWN TRUCK 10/29/2015 198843

PROD	ORD	SHIP	BRAND	DESCRIPTION	PACK/SIZE	PRICE	EXTENSION
640	30	LB	[ ] SABRE	640 SK FRANK 11/LB	6/5 lb.	4.20	126.00
HDRSAB	28	DZ	[ ] SABRE	HD SABRETT ROLL	12/12	1.75	49.00
SAB901	20	CS	[ ] I	901 HAMBURG-4OZ 1/4	40/4OZ-1/4L	39.95	799.00
HR4INP	67	DZ	[ ]	HAMB ROLL-4"-DZ.	1/12CT	1.85	123.95
COK12D	4	CS	[ ] COKE	DIET COKE-12OZ	24/12 oz	9.75	39.00 *
000269	10	CS	[ ] COKE	COKE 35CNT	1/35/12OZ	11.75	117.50 *
000271	8	CS	[ ]	SPRITE 35CT	1/35/12OZ	11.75	94.00 *
LIPT12	8	CS	[ ] LIPTO	LIPTN BRISK ICE TEA	24/12 OZ	9.50	76.00 *
POSP16	20	CS	[ ] POLAN	WATER 16.9OZ 35CT	35/16OZ	5.95	119.00
000573	8	PC	[ ] WARDS	COFFEE WARDS LG 15	15/15/14OZ	4.95	39.60
000314	2	PC	[ ]	TEA BAGS (GEN)	10/10OCT	2.50	5.00
KITK36	4	PC	[ ]	KIT KAT-36 CT.	1/36CT	26.50	106.00 *
SKITRG	2	PC	[ ] SKITT	SKITTLES-36CT.RED	1/36 CNT	22.75	45.50 *
RF24CT	4	PC	[ ] MALAC	FISH-SWEDISH RED 24	1/24 CNT	15.50	62.00 *
TWIZ36	2	PC	[ ] TWIZZ	TWIZZLERS-36CT.	1/36	24.25	48.50 *
MMPLAI	4	PC	[ ] M&M	M&M PLAIN-48CT.	1/48 CNT	28.95	115.80 *
WISBUL	6	CS	[ ] WISE	WISE-BULK NACHOS TO	1/6/1LB	8.95	53.70
GEHL10	1	CS	[ ] GHELS	CHEESE-GEHL#10	6/#10	39.50	39.50
MUSSQZ	3	PC	[ ] SABRE	MUSTARD-SQUEEZE SPI	12/14 OZ	1.50	4.50
000411	10	PC	[ ] HEINZ	KETCHUP SQZ 20OZ	30/20OZ	1.95	19.50
RELGAL	1	PC	[ ] SABRE	RELISH SWEET-GAL.	4/1 GAL	6.75	6.75
ALU1GS	10	PC	[ ]	FOIL ALUM SHEET 12	12/200 CNT	4.50	45.00 *
PAPTWL	1	CS	[ ]	PAPER TOWEL-70.SHTS	30/30 CNT	17.95	17.95
FAMNAP	2	PC	[ ]	NAP FAMILY NAPKIN-L	12/500/12	2.95	5.90
000194	12	CS	[ ] BIG A	PRETZEL 50 BIG APPL	1/50	20.95	251.40
000122	1	CS	[ ] SWISS	HOT CHOCOLATE -PKS	8/6OCT	59.25	59.25
CHWB10	4	CS	[ ]	CHILI W/BEAN-#10	6/#10	85.00	340.00
CHESLI	1	CS	[ ] LANDO	CHEESE SLICED 160	6/6/5	69.95	69.95

237

SUB TOTAL

2879.25

908 851 6457  
DELIVER BY 8AM SAT 10/31