

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: UHS Date: 09-21-2013
DEPARTMENT: Cosmetology Account: 2061
VENDOR: BurMax Company Amount: not to exceed
\$7,200.00

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):
Cosmetology kits

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

Tanisha Royster
NAME
T. Royster
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

Document: Order Acknowledgement - Quote Order

UPC Vendor	Invoice Date	Order #
000000		1142051-00
PO Date	PO #	Page #
09/20/23		1

Cust #: 17725

Bill To: UNION HIGH SCHOOL
 ATTN: TANISHA ROYSTER
 2350 N 3RD ST
 UNION, NJ 07083-5049

Correspondence To: BURMAX COMPANY
 28 BARRETT'S AVENUE
 HOLTSVILLE, NY 11742

Ship To: UNION HIGH SCHOOL
 ATTN: TANISHA ROYSTER
 2350 N 3RD ST
 UNION, NJ 07083-5049

Instructions	Appr Date	Appr Init	Taken By
			mss
Ship Point	Via	Shipped	Terms
BURMAX NEW YORK WAREHOUSE	BEST WAY		NET 30

Product	UPC	Quantity	Quantity	Quantity	Qty.	Unit	Price	Discount	Amount
Ln# And Description	Item#	Ordered	B.O.	Shipped	UM	Price	UM	Multiplier	(Net)

THIS QUOTE IS VALID UNTIL 12/30/23

-FREE SHIPPING ON ORDERS \$1595 AND OVER- FREIGHT CAN BE DEDUCTED IF THE INVOICE IS PAID WITHIN TERMS. (METRO NY IS \$900)

-QUOTE FREIGHT IS ESTIMATED AT 30% OF THE PURCHASE PRICE IF UNDER \$1595. ACTUAL FREIGHT IS DETERMINED BY WEIGHT WHEN THE ORDER SHIPS. Please note: When an order contains cases of gel, cholesterol, gallons of developer or shampoos, or any heavy weight items, freight will need to be estimated at 50% of the order. Freight is determined by weight, as these items are extremely heavy.

-A \$3.00 HANDLING FEE MAY ALSO BE APPLIED TO THIS ORDER.

THANK YOU FOR YOUR UNDERSTANDING

1	17725-1	00000	18		each	377.99668	each	0.00	6803.94
	UNION HIGH SCHOOL UNION NEW JERSEY ONE KIT PER CARTON								

1	Lines Total							Total	6803.94
								HANDLING	3.00
								Invoice Total	6806.94

EXHIBIT B-1

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

SCHOOL: Union High School Date: 9/5/2023

DEPARTMENT: Student Council Account: 2053

VENDOR: Pirylys/ Amazon /Johnny Napkins/Party City/C&R Graphics

Amount: ~~≈> 1,500+~~ \$3000 - (not to exceed)

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

- Purchase all the player customized shirts, decorations and items needed for the game, snacks to sell, food for those assisting set up

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: Victoria Menjivar

SIGNATURE : Victoria Menjivar

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 : _____

I. This will authorize the Treasurer of the **UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT**

Pay ≈ \$1500.00+ split to the order of C&R Graphics/Party City/Amazon and Piryllis

Charge to CLUB ACCOUNT: Student Council Acct.No. 2053

Purpose: PowderPuff Football Game- To provide students with a fun and safe school activity experience

Student Council

Victoria Mejivar

Club Name

Club Advisor Signature

=====

II. Account Balance: _____ Verified By: _____

Date: _____ Comment: _____

III. Approved: _____ Date: _____

Principal – Signature

=====

IV. Date Paid: _____ Check #: _____ Acct. No. _____

Processed By: _____

EXHIBIT B-1

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

SCHOOL: Union High School Date: 9/5/2023

DEPARTMENT: Student Council Account: 2053

VENDOR: Pirylis/ Amazon /Johnny Napkins/Party City/C&R Graphics

Amount: ≈>1,500+ \$2000 - (not to exceed)

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

- Purchase all the player customized shirts, decorations and items needed for the game, snacks to sell, food for those assisting set up

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: Victoria Menjivar

SIGNATURE : Victoria Menjivar

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 : _____

I. This will authorize the Treasurer of the **UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT**

Pay ABOUT \$500.00 to the order of Party City/Amazon/ Piryllis Distributors

Charge to CLUB ACCOUNT: Student Council Acct.No. 2053

Purpose: March Madness- To provide students with a fun and safe school activity experience

Student Council

Victoria Mejivar

Club Name

Club Advisor Signature

=====

II. Account Balance: _____ Verified By: _____

Date: _____ Comment: _____

III. Approved: _____ Date: _____

Principal – Signature

=====

IV. Date Paid: _____ Check #: _____ Acct. No. _____

Processed By: _____

I. This will authorize the Treasurer of the **UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT**

Pay ≈\$1,000+ to the order of C&R Graphics

Charge to CLUB ACCOUNT: Student Council Acct.No. 2053

Purpose: March Madness- SHIRTS

Student Council

Victoria Mejivar

Club Name

Club Advisor Signature

=====

II. Account Balance: _____ Verified By: _____

Date: _____ Comment: _____

III. Approved: _____ Date: _____

Principal – Signature

=====

IV. Date Paid: _____ Check #: _____ Acct. No. _____

Processed By: _____

EXHIBIT B-1

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

SCHOOL: Union High School Date: 9/5/2023

DEPARTMENT: Student Council Account: 2053

VENDOR: Local Flower Shop Amount: ~~≈ > 1,000~~ \$3000 - (not to exceed)

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

- Purchase all the items/carnations needed to create the VDay Grams that will be sold school wide and/or purchase carnations from a local Union flower shop to sell

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: Victoria Menjivar

SIGNATURE : Victoria Menjivar

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 : _____

I. This will authorize the Treasurer of the **UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT**

Pay ≈ \$1000.00+ to the order of (Union Flower Shop)

Charge to CLUB ACCOUNT: Student Council Acct.No. 2053

Purpose: V-Day Grams- To provide students with a fun and safe school activity experience

Student Council

Victoria Mayivar

Club Name

Club Advisor Signature

=====

II. Account Balance: _____ Verified By: _____

Date: _____ Comment: _____

III. Approved: _____ Date: _____

Principal – Signature

=====

IV. Date Paid: _____ Check #: _____ Acct. No. _____

Processed By: _____

EXHIBIT B-1

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

SCHOOL: Union High School Date: 9/5/2023

DEPARTMENT: Student Council/ Senior Class Account: 2053

VENDOR: Amazon, Piryliis Distributors Amount: ≈> 1,000

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Fashion Show Event

- To provide students and the community with a safe enjoyable school event/activity.
- Entrance \$5.00/pp

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: Victoria Menjivar/ Megan Kaplan

SIGNATURE : Victoria Menjivar / Megan Kaplan

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 : _____

EXHIBIT B-1

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

SCHOOL: Union High School Date: 9/5/2023

DEPARTMENT: Student Council Account: 2053

VENDOR: Party City/Oriental Trading/ Home Depot Amount: \approx 1,000

PURPOSE OF EXPENDITURE (attach appropriate invoice(s): Holiday Grams

- Purchase all the items needed to create holiday grams

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: Victoria Menjivar

SIGNATURE : Victoria Menjivar

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 : _____

I. This will authorize the Treasurer of the **UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT**

Pay ABOUT ≈\$500.00+ to the order of Party City/Amazon/Oriental Trading

Charge to CLUB ACCOUNT: Student Council Acct.No. 2053

Purpose: Holiday Grams- To provide students with a fun and safe school activity experience

Student Council

Victoria Magjivar

Club Name

Club Advisor Signature

=====

II. Account Balance: _____ Verified By: _____

Date: _____ Comment: _____

III. Approved: _____ Date: _____

Principal – Signature

=====

IV. Date Paid: _____ Check #: _____ Acct. No. _____

Processed By: _____

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 9/5/2023

DEPARTMENT: Student Council

Account: 2053

VENDOR: Amazon, Pirylys Distributors, Carr Event Productions

Amount: $\approx > 1,000$ \$6000 - (not to exceed)

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Harvest Dance

- To provide students and the community with a safe enjoyable school event/activity.
- Entrance \$7.00/pp

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: Victoria Menjivar

SIGNATURE : Victoria Menjivar

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 : _____

I. This will authorize the Treasurer of the **UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT**

Pay ≈\$1,000+ to the order of Amazon, Pirylis Distributors, Carr Event Productions

Charge to CLUB ACCOUNT: Student Council Acct.No. 2053

Purpose: Harvest Dance- To provide students with a fun and safe school activity experience

Student Council

Victoria Mejivar

Club Name

Club Advisor Signature

=====

II. Account Balance: _____ Verified By: _____

Date: _____ Comment: _____

III. Approved: _____ Date: _____

Principal – Signature

=====

IV. Date Paid: _____ Check #: _____ Acct. No. _____

Processed By: _____

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 9/5/2023

DEPARTMENT: Student Council/ Senior Class/ Farmer Fam

Account: 2053

VENDOR: Party City/Oriental Trading/Amazon

Amount: ≈> 1,000

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Haunted Hallways

- To provide students and the community with a safe enjoyable school event/activity.
- - All clubs participating will be in charge of paying for their own decorations and/or activities
- - Entrance \$5.00/pp / 5 and under are free / Adults accompanying children are free

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: Victoria Menjivar/ Megan Kaplan/ Dana Bobertz

SIGNATURE : Victoria Menjivar / Megan Kaplan/ Dana Bobertz

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 : _____

I. This will authorize the Treasurer of the **UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT**

Pay ABOUT \$1000.00 to the order of Participating Clubs

Charge to CLUB ACCOUNT: Student Council/ Farmer Fam/ Senior Class Acct.No. 2053

Purpose: Haunted Hallways- To provide students with a fun and safe school activity experience

Student Council

Victoria Mejivar

Club Name

Club Advisor Signature

=====

II. Account Balance: _____ Verified By: _____

Date: _____ Comment: _____

III. Approved: _____ Date: _____

Principal – Signature

=====

IV. Date Paid: _____ Check #: _____ Acct. No. _____

Processed By: _____
