

F-9

**ATHLETIC
DEPARTMENT**

Memo

To: Diane Cappiello

From: Phyllis Lang, Secretary
Athletic Office

Re: Add to agenda over \$1000.00 Expenditure

Date: 9/3/2015

Attached are Expenditures for the Alumni Dinner approximate amounts.

- 1) Patel Printing
- 2) Kass Glass
- 3) Galloping Hill Caterers

Please approve these expenditure at the next Board Meeting.

Thank you

Phyllis

EXHIBIT B-1

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

SCHOOL : Union High School-Misc

9/3/2015

DEPARTMENT: Athletics -Alumni

Vendor: Galloping Hill Caterers

VENDOR AMOUNT : \$30,000.00 Approx.

Account # 3202

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This check is for the the Alumni Dinner to be held, at the Galloping Hill Caterers, in Union. This will be the actual Alumni dinner to honor all the inductees. The dinner will be held on November 23, 2015. The cost of the tickets will be paid for by those attending the affair, just the inductees will be covered by the proceeds raised.

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

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-Misc

Date: 9/3/2015

DEPARTMENT: Athletics -Misc

Vendor: Patel Printing

VENDOR AMOUNT : \$3000.00 approx

Account: 3202

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This check will be for the invitations and the booklet to include the information on each of the inductees and ads honoring the teams and players. This booklet will be given out at the Alumni dinner.

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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SCHOOL : Union High School-Misc

9/3/2015

DEPARTMENT: Athletics -Alumni

Vendor: Kass Glass

VENDOR AMOUNT : \$3000.00 approx

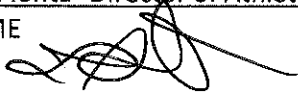
Account: 3202

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This check is for the the Alumni awards will be given out to the inductees at the November dinner.

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



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