

F-9

**ATHLETIC
DEPARTMENT**

Memo

To: Diane Cappiello

From: Phyllis Lang, Secretary
Athletic Office

Re: Add to agenda over \$1000.00 Expenditure

Date: 5/10/2017

Attached are Expenditures for the Athletics over \$1000.00.

- 1) Cesar Vega for Summer Boys volleyball at Kean University

Please approve 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 Athletics

Date: 5/10/2017

Department: Athletics

Account: 3335

Vendor: Cesar Vega- coach

Amount: approx. \$2500.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This is an estimation for the team to go to a summer Volleyball camp, at Kean University. This is just an estimation, if the whole team were to go. The team will pay a portion and the student will pay a portion.

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

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.

Gregory Brennan, Business Administrator

Date

EXHIBIT B-1

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

School: Kawameeh Middle School

Date: 06/05/2017

Department: Principal

Vendor: Jostens Yearbook Inc.

Amount: \$4,000.00

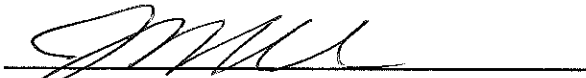
PURPOSE OF EXPENDITURE (Attach appropriate invoice(s):

Remainder due for 2016-2017 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

Jason Malanda – Principal

Name



Signature

Per the Student Organization Fund - Policy and Procedural 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 \$1000.00.

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

Gregory E. Brennan, Business Administrator

Date



INVOICE

Please Pay From This Invoice

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

Ship To: No. 1056262 KAWAMEEH MIDDLE SCHOOL 490 DAVID TERRACE UNION NJ 07083		Sold To: No. 1056262 KAWAMEEH MIDDLE SCHOOL 490 DAVID TERRACE UNION NJ 07083		Invoice # 1091104	Date 03-JUN-2017	Page 1 of 1
Bill To: No. 1056262 KAWAMEEH MIDDLE SCHOOL YEARBOOK 490 DAVID TERRACE UNION NJ 07083 ATTN: Amanda Maxwell		Revised Date 03-JUN-2017	Sales Agent BONNIE BLACKMAN		Agent # 0980	
			Scheduled Delivery 01-JUN-2017	Copies 195	Pages 72	
			For Customer Service Call 800-322-9725			
NET 30			Job Number 17353		Job Year 2017	
Customer PO Number						
Line #	Description					Sell Price
1	REFLECTIONS PROGRAM:					.00
2	8 1/2 X 11, 72 PAGES FULL COLOR, 125 COPIES					4,371.00
3	70 ADDITIONAL COPIES @ \$29					2,030.00
4	15 EXTRA COPIES					390.90
5	IN THE EVENT THAT YOU DO NOT SELL OR USE YOUR OVERRUN COPIES, PLEASE E-MAIL OR CALL YOUR PLANT CONSULTANT FOR CREDIT WITHIN 60 DAYS OF YOUR INVOICE DATE WITH THE NUMBER OF OVERRUNS YOU WERE UNABLE TO SELL OR USE.					.00
6	FULL COLOR SCHOOL DESIGNED COVER					INCLUDED
7	CREATIVE ART TIME FOR CUSTOM ART SET-UP \$500 SPLIT WITH REP					250.00
8	80# GLOSS PAPER STOCK					INCLUDED
9	TRANSCOLOR SILVER SHEEN ENDSHEETS					INCLUDED
10	195 FLASHBAX/WHAT'S UP INSERT @ \$1.26					245.70
11	195 8 PAGE COLOR AUTOGRAPH SECTIONS					INCLUDED
12	36 SIGNATURE PACKAGES @ \$9					324.00
13	1 SIGNATURE PEN @ \$6.19					6.19
14	71 PERSONALIZATIONS @ \$4					284.00
	63 ICONS @ \$2					126.00
	CREDIT FOR PACKAGE PERSONALIZATION					-144.00
17	8 EIGHT PAGE UNBOUND AUTOGRAPH SECTIONS @ \$1.25					5.00
18	2 PHOTO POCKETS @ \$1.25					2.50
19	14 CLEAR PLASTIC COVERS @ \$1.25					17.50
20	TOTAL DEPOSIT PAYMENTS SUBMITTED BY SCHOOL					-4,037.39
21	NET DEPOSIT BALANCE					-4,037.39
Total Charges +		Shipping & Handling +	Total Tax +	Subtotal +	Total Credits/Adjustments (-)	Total Deposits/Payments (-)
7,908.79		119.00	0.00	8,027.79	0.00	-4,037.39
						Please Pay This Amount 3,990.40

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

Customer PO Number	Customer Number	Invoice Number	Invoice Date	Amount	Payment
	1056262	1091104	03-JUN-2017	3,990.40	

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

KAWAMEEH MIDDLE SCHOOL
YEARBOOK
490 DAVID TERRACE
UNION NJ 07083

#1

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

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

SCHOOL: UHS

Date: 6/5/17

ACCT. NAME: A.P. Exams

Account: 2025

VENDOR: College Board

Amount: \$18,715.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s):
to pay for 2017 A.P. EXAMS
see attached

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

Laurie DelGuercio

Name

Laurie DelGuercio

SIGNATURE

BOARD APPROVAL DATE: 6/20/17

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.

Gregory E. Brennan, Business Administrator

Date

COMPLETE SECTION I ONLY

DATE 5/16/17

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

Pay \$ 18,715.00 to the order of College board

and charge the account of AP Exams Acct. No. 2025

Purpose: To pay for AP exams Student took
in May 2017

AP Program Club or Activity
[Signature] Faculty Adviser - Signature

II. Account Balance \$33,393.61 Verified by [Signature]

Date 6/6/17 Comment _____

III. Approved _____ Date _____
Principal - Signature

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

Processed by _____



AP Exam Ordering

AP Exam Invoice: School Copy

5/15/2017 10:16

311510
 UNION HIGH SCHOOL
 2350 N 3RD ST
 UNION, NJ 070835049

AP Coordinator Name: Linda DeGeorge
 Phone: 908-851-0507
 AP Coordinator Email: LDeGeorge@unionhighschools.org
 Check Number: _____

I verify that all of the information provided is accurate to the best of my knowledge, and may be used by the State as documentation of its fee assistance contribution.

Linda DeGeorge
 Signature

Linda DeGeorge
 Print Name

Fees

Items	Quantity	Fee per Item	Total
A. Used exams	268	\$84.00	\$22,512.00
B. Unused exams	5	\$15.00	\$75.00
C. Late Testing Exam surcharge	0	\$45.00	\$0.00
D. Exam Orders placed after the Extension Deadline	1	\$55.00	\$55.00
E. Score Labels	0	\$100.00	\$0.00
F. Late-payment fee	0	\$225.00	\$0.00
Total Fees			\$22,642.00

Credits

Items	Quantity	Credits per Item	Total
G. Payments			\$0.00
H. Unused Exams Used as Reader Copies	0	\$15.00	\$0.00
I. Credit for exams replaced by alternates	0	\$15.00	\$0.00
J. Credit for Late Testing Exam surcharge	0	\$45.00	\$0.00
K. College Board fee reductions	77	\$31.00	\$2,387.00
L. Contractual credit	0	\$0.00	\$0.00
M. Option 1 New Jersey Fee Reduction	77	\$20.00	\$1,540.00
N. Option 2 New Jersey Fee Reduction	0	\$0.00	\$0.00
Adjustments			\$0.00
Total Credits			\$3,927.00
AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM			\$18,715.00

#2

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

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

SCHOOL: UHS

Date: 6/6/17

ACCT. NAME: UHS PAC

Account: 2077

VENDOR: Broadway Costumes

Amount: \$ 2,109.50

PURPOSE OF EXPENDITURE [attach appropriate invoice(s):

Costume rental for Rising Star Awards performance
of Cinderella
See attached

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

Laurie DeGuercio

Name

Laurie DeGuercio

SIGNATURE

BOARD APPROVAL DATE: 6/20/17

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.

Gregory E. Brennan, Business Administrator

Date

COMPLETE SECTION I ONLY

DATE 3/12/17

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

Pay \$ 2,109.50 to the order of Broadway Costumes

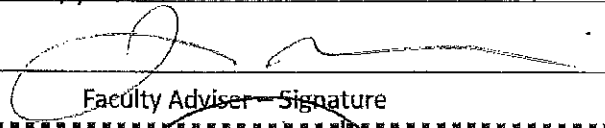
and charge the account of UHSPAL Acct. No. 77

Purpose: Costume Rental For Rising Star Awards

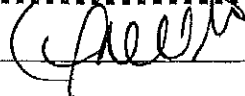
Performance of Cinderella

Rising Star Awards

Club or Activity



Faculty Adviser - Signature

II. Account Balance \$9,437.20 Verified by 

Date 6/6/17 Comment _____

III. Approved _____

Date _____

Principal - Signature

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

Processed by _____



1100 West Cermak • Chicago • Illinois • 60608
 312-829-6400 • 800-397-3316 • 312-829-8821 (fax)
 www.broadwaycostumes.com

Established 1886

Contract #: **R- 76962**

Out Date: **Friday, May 26, 2017**

Method: Ship

Show Title: **Cinderella (2013)**

Name: James Mosser
 Org: Union High School NJ
 Street: 2350 North Third Street
 City: Union NJ 07083

Ship to: (same as above)
 Org:
 Street:
 City:

Date Received:
 Date Written:
 Date Needed: Wednesday, May 31, 2017
 Ground Days: 2
 Office Phone: 1-908-806-6780
 Office Fax:
 Home Phone: (917) 806-3703
 Mobile Phone: (917) 806-3703
 Email Address: jmosser@jwpunionschools.org

Date Released	Released By	Via

Stylist: _____

Qty	Description	Cost
1	31 Costumes and Accessories per attached	\$2,109.50
1	1st week: 5/31/2017 to 6/7/2017	\$2,109.50
Wednesday to Wednesday rental		

Tax Exempt #: out-of-state exempt
 Rental Terms: Bill
 Purchase Order #:

Return Date: **Wednesday, June 07, 2017**

Subtotal: \$2,109.50
 City Trans Tax: \$0.00
 Total: \$2,109.50
 Paid: \$0.00
 Balance Due: \$2,109.50

Date Returned	Checked in date	Checked in by	Complete?	Items Missing
			Y N	

Shipping charges extra.
 All billing is NET 30 / 1.5%
 from OUT DATE.

White = Original • Yellow = Production • Pink = Client • Goldenrod = In-House

Order Detail
76962 Cinderella at Union HS.doc

First week's rental
Price x Quantity

ACT I Prologue: A FOREST.

ELLA: Head rag; sleeved bodice or basque that closes up the front and is able to break-away; matching skirt; draped over-skirt; petticoat.
Skirt hems are about ten-inches off the floor..... \$64.50 X 1

LORD PINKLETON (ROYAL CRIER): Plumed hat or cap; tabard with sleeve drapes; silver collar; shirt; tunic or doublet; breeches; boot tops. 64.50 X 1

ACT I Scene 2: OUTSIDE MADAME'S COTTAGE. IMMEDIATELY FOLLOWING.

JEAN-MICHEL (REVOLUTIONARY): Dark flat cap; waistcoat; breeches; white, open necked shirt; over-jerkin or surcote; belt; shoe buckles 64.50 X 1

ACT I Scene 4: THE TOWN SQUARE.

TOWNSWOMEN: Complete earth toned ensemble with a bit of color consisting of some but not all of the following: Hat; cap; head scarf; bonnet; bodice; basque; cinch; jacket; blouse; chemise; skirt; over-skirt; jumper; apron; sash; petticoat; shawl. 64.50 ea X 8

TOWNSMEN: Complete earth toned ensemble with a bit of color consisting of some but not all of the following: Hat; cap; shirt; doublet; jerkin; waistcoat; jacket; sash; apron; breeches; boot tops; shoe buckles..... 64.50 ea X 5

ACT I Scene 5: INSIDE MADAME'S COTTAGE.

MADAME, CHARLOTEE & GABRIELLE: Dressing for the ball:
Small feathered headpiece; fancy, elaborate ball gown or ensemble; petticoat. When possible, CHARLOTTE is in raspberry, GABRIELLE is in pink and MADAME is in burgundy. 74.50 ea X 3

ACT I Scene 6: OUTSIDE MADAME'S COTTAGE.

MARIE: Beautiful gown of a fairy godmother and petticoat. 74.50 X 1

ELLA: Repeat I-5. Under-dress ball gown's white bodice revealed by the broken-away bodice from I-5; duplicate ball skirt [not a wrap skirt]; petticoat; small tiara. 94.50 X 1

ACT I Scene 8: THE CASTLE BALLROOM.

LADIES INCLUDING THE DUCHESSSES: Small feathered headpiece; colorful, fancy, elaborate ball gown or ensemble; petticoat..... 74.50 ea X 4

LORDS INCLUDING DUKE & EARL: Elaborate, Georgian-cut coat; coordinated waistcoat and breeches; white shirt; small neck stock; shoe buckles. 64.50 ea X 4

TOPHER: White and silver attire: Georgian-cut coat; coordinated waistcoat and breeches; white satin neck stock; shoe buckles. Repeat shirt and crown. 64.50 X 1

SEBASTIAN: In shades of gray and silver with a touch of black: Long dark coat; lighter gray waistcoat and breeches; shirt; neck stock. Repeat hat from I-1..... 64.50 X 1

Rental Sub-total: \$2,109.50

Counts: 31 Costumes

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

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

SCHOOL: UHS Date: 6/7/17
ACCT. NAME: Senior Dues Account: 2097
VENDOR: The TOP secret Amount: \$6,000.00
PURPOSE OF EXPENDITURE (attach appropriate invoice(s):
2017 Project Graduation deposit
see attached

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

Laurie DelGuercio
Name

[Signature]
SIGNATURE

BOARD APPROVAL DATE: 6/13/17

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.

Gregory E. Brennan, Business Administrator

Date

COMPLETE SECTION I ONLY

DATE 6/7/17

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

Pay \$ 6000 to the order of The Funplex

and charge the account of Senior Dues Acct. No. 2097

Purpose: Project Graduation

Senior Class William Cross From

Club or Activity

Faculty Adviser - Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved _____ Date _____
Principal - Signature

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

Processed by _____

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

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

SCHOOL: UHS Date: 6/7/17
ACCT. NAME: Senior Dues Account: 2097
VENDOR: 7 TOP Secret Amount: \$18,384.75

PURPOSE OF EXPENDITURE [attach appropriate invoice(s):
payment of 2017 Project Graduation
see attached

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

Laurie DelGuercio
Name

[Signature]
SIGNATURE

BOARD APPROVAL DATE: 6/13/17

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.

Gregory E. Brennan, Business Administrator Date

COMPLETE SECTION I ONLY

DATE 6/7/17

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

Pay \$ 18384.75 to the order of the Funplex

and charge the account of Senior Dues Acct. No. 2097

Purpose: Project Graduation

Senior Class Club or Activity
Will [Signature] Faculty Adviser - Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved _____ Date _____
Principal - Signature

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

Processed by _____

