

EXHIBIT B-1

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

School: Kawameeh Middle School Date: May 29, 2014

Department: Student Council

Vendor: Forest Lodge LLC Amount: Not to exceed \$5,000

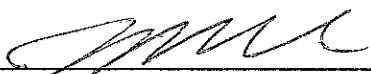
PURPOSE OF EXPENDITURE (Attach appropriate invoice(s):

Balance for 8<sup>th</sup> Grade Trip

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.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manny Vieira, Business Administrator

\_\_\_\_\_  
Date

BANQUETS  
PICNICS  
SEMINARS  
WEDDINGS



11 REINMAN ROAD  
WARREN, NEW JERSEY 07059  
Tel: (908) 754-7300 Fax: (908) 754-3806  
www.forestlodg catering.com

Kawameeh Middle School  
490 David Terrace  
Union, NJ 07083

June 25, 2013

PLEASE READ CAREFULLY

Attn: Jason Malanda

This contract will confirm arrangements for your group outing to be held Rain or Shine on

**Tuesday June 17, 2014**

To a **GUARANTEED MINIMUM** number of **200** persons ( Adults and **200** Children).

We will provide the **School Menu Plan**. The following extras will be provided:  
All extras may be ordered up until 10 days prior to your outing (based on availability).

**PICNIC HOURS 11:00-5:00PM**

**One advisor per 10 students will be admitted at no charge.**

The price will be **\$39.95** per Adult and **\$39.95** per Child. The aforementioned price is subject to a tax of **\$Exempt** per Adult and **\$ exempt** per Child. (Children in catered plans are 4-11 years, exclusively).

Should you expect your group to exceed **275** persons, we are to be notified in writing of the additional number at least 10 days before your outing. The **NEW** figure will then become your final **GUARANTEE** and the **MINIMUM** number of persons for which you will be charged. **IT IS REQUIRED THAT FULL PAYMENT BE MADE THE DAY OF YOUR OUTING.**

Please complete and return the enclosed "GENERAL INFORMATION" form.

In order to firmly reserve the above-mentioned date, your initial deposit of **\$1,600.00**, and/or a copy of this contract signed by a duly authorized representative must be submitted on, or before, **November 15, 2013** and a second deposit of **\$1,600.00** must be submitted on, or before, **January 12, 2014**. Failure to comply will constitute immediate cancellation without further notice to you. **DEPOSITS ARE NOT REFUNDABLE**. This contract is binding when signed and the aforesaid date has been reserved for you.

In the event you breach this agreement by cancellation or otherwise for any reason, FOREST LODGE will be entitled to retain the deposit plus reimbursement for all losses and damages sustained from said breach which may exceed the deposit amount. In order to gain admission to Forest Lodge all guests must have a ticket. The ticket must designate whether it is for an Adult or Child (4-11 years of age only). Tickets are supplied and distributed by you to each eligible guest prior to entrance to Forest Lodge. **PLEASE NOTE: DUE TO LOCAL NOISE ORDINANCES AND INSURANCE SPECIFICATIONS, FOREST LODGE WILL NOT PERMIT ANY DISC JOCKEYS OR OTHER OUTSIDE CONTRACTORS, UNLESS PROVIDED OR PRE-APPROVED IN WRITING BY FOREST LODGE. NO PORTABLE STEREO'S ARE PERMITTED. ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED FROM FOREST LODGE. LIQUOR IS NOT PERMITTED TO BE BROUGHT INTO THE FACILITY. NO MINORS WILL BE SERVED. BUSES MUST PARK IN DESIGNATED AREAS. ALL RECREATIONAL GAMES MUST BE PLAYED ON DESIGNATED FIELDS. NO COOLERS OR LARGE PLASTIC WATER BOTTLES WILL BE PERMITTED. NO ANIMALS ARE ALLOWED ON THE PROPERTY. NO ROLLER BLADING OR SKATEBOARDING ON PREMISES.**

You may be assured that we will do everything in our power to provide a most enjoyable outing for your group. As your host, we welcome you and thank you for your patronage. As concerned citizens, we encourage you to enjoy alcoholic beverages in moderation and to drive responsibly.

Accepted By: [Signature] Title: PRINCIPAL Date: 9/26/13  
AUTHORIZED REPRESENTATIVE

Accepted By: [Signature] Title: VP Date: 10-25-13  
FOR FOREST LODGE CATERING

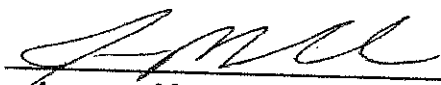
Forest Lodge Catering, LLC  
11 Reinman Rd.  
Warren, NJ 07059  
www.forestlodgecaterring.com  
908-754-7300

April 1, 2014

Addendum To The Contract  
Kawameeh Middle School  
Monday June 17, 2014

Change Of Date

The contracted date of Monday June 17, 2014 has been changed to Tuesday June 24, 2014. It is also agreed by both parties that this addendum does not amend any other provisions of the contract or relieve Kawameeh Middle School of its obligations to Forest Lodge in the event of an outright cancellation.

  
Accepted by Authorized Representative  
Kawameeh Middle School

Accepted by Linda A Taylor, CMP for  
Forest Lodge , LLC

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

SCHOOL UHS

DATE 6/3/14

ACCOUNT NAME A.P. Testing

ACCT.# 2025

VENDOR A.P. Program

AMOUNT \$19,350.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

exam payment

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

Laurie DelGuercio

NAME

Laurie DelGuercio

SIGNATURE

BOARD APPROVAL DATE: 6/17/14

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 5-27-14

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

pay \$ 19,350 to the order of AP Program

and charge the account of AP Testing Acc't. No. 2025

Purpose: To pay for AP Exams taken in May

AP Testing  
Club or Activity

[Signature]  
Faculty Adviser Signature

\*\*\*\*\*

II. Account Balance \$24,700.25 Verified by [Signature]

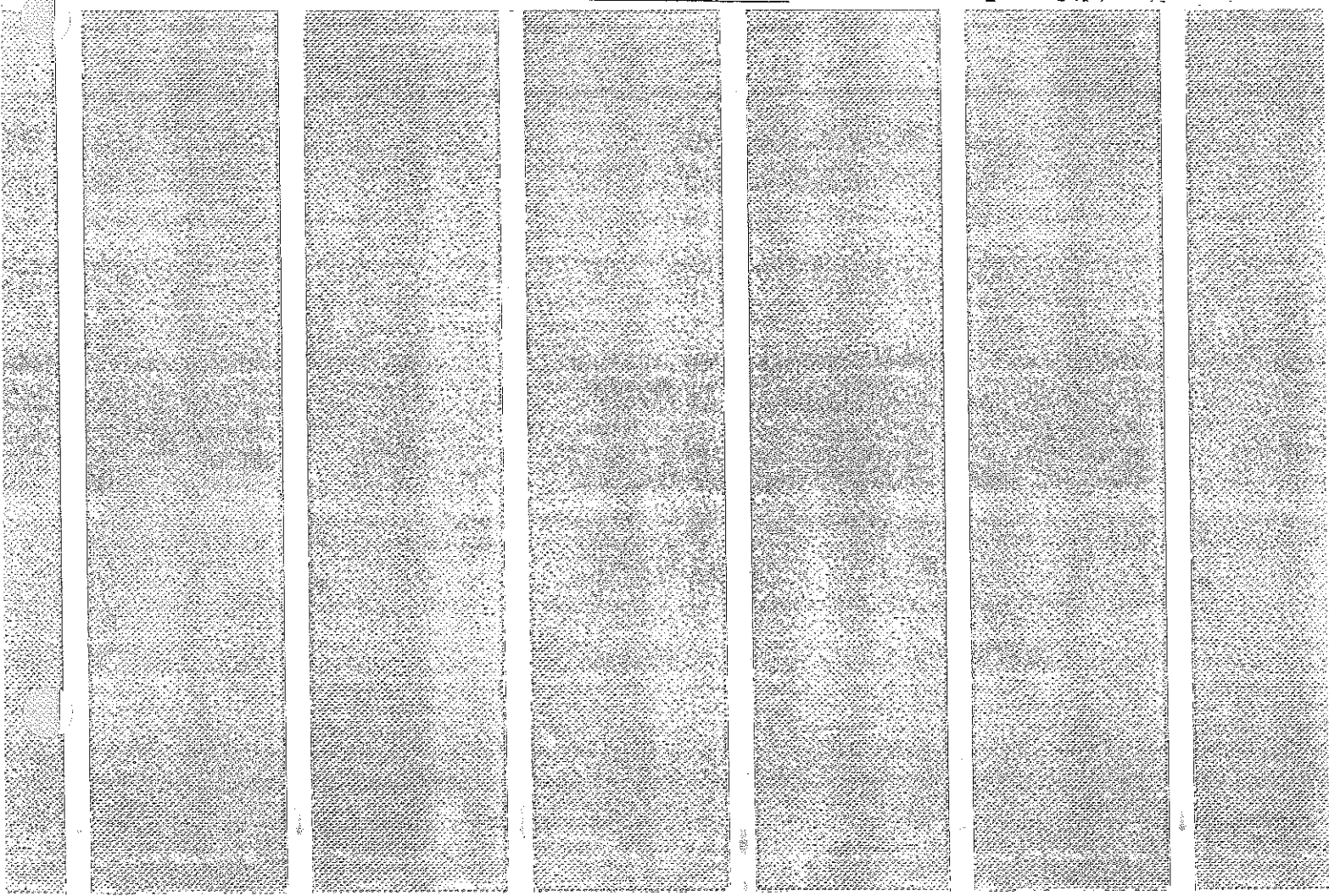
Date 6/3/14 Comment \_\_\_\_\_

III. Approved For Board Approval Date \_\_\_\_\_  
Principal - Signature

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

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

SUPERINTENDENT'S APPROVAL





AP Exam Invoice: School Copy

5/27/114 09:58

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

AP Coordinator Name: L DeGeorge  
 Phone: (908) 851-6507  
 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	284	\$81.00	\$23,004.00
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	0	\$55.00	\$0.00
E. Score Labels	0	\$100.00	\$0.00
F. Late-payment fee	0	\$225.00	\$0.00
<b>Total Fees</b>			<b>\$23,079.00</b>

**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	5	\$15.00	\$75.00
J. Credit for Late Testing Exam surcharge	0	\$45.00	\$0.00
K. College Board fee reductions	58	\$26.00	\$1,508.00
L. Contractual credit	0	\$0.00	\$0.00
M. Option 1 New Jersey Fee Reduction	58	\$37.00	\$2,146.00
N. Option 2 New Jersey Fee Reduction	0	\$0.00	\$0.00
Adjustments			\$0.00
<b>Total Credits</b>			<b>\$3,729.00</b>
<b>AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM</b>			<b>\$19,350.00</b>



AP Exam Ordering

AP Exam Invoice: Program Copy

5/27/114 09:58

Make check payable to **AP Exams** and mail this invoice with payment **by June 16th, 2014** to:

AP Program  
 P.O. Box 6671  
 Princeton, NJ 08541-6671  
**311510**  
**UNION HIGH SCHOOL**  
 2350 N 3RD ST  
 UNION, NJ 070835049

AP Coordinator Name: Linda DeGeorge  
 Phone: 908 951-6507  
 AP Coordinator Email: LDeGeorge@unionschools.org  
 Check Number: \_\_\_\_\_

**This invoice cannot be processed if the following information is not provided. Please sign all copies.**

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.

Signature	Print Name		
<b>Fees</b>			
<b>Items</b>	<b>Quantity</b>	<b>Fee per Item</b>	<b>Total</b>
A. Used exams	284	\$81.00	\$23,004.00
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Adjustments			\$0.00
<b>Total Credits</b>			<b>\$3,729.00</b>
<b>AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM</b>			<b>\$19,350.00</b>

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

SCHOOL UHS

DATE 5/12/14

ACCOUNT NAME Senior dues

ACCT.# 2097

VENDOR Oak Hall Industries, L.P.

AMOUNT \$11,590.25

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

Payment for 2014 graduating class caps & gowns

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

Laurie Del Guercio

NAME

Laurie Del Guercio

SIGNATURE

BOARD APPROVAL DATE: 6/17/14

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



I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to pay \$ 11,590.25 to the order of Oak Hall Industries, L.P. and charge the account of Senior dues Acc't. No. 2097  
 Purpose: CAPS & GOWNS

Senior dues  
 Club or Activity

[Signature]  
 Faculty Adviser - Signature

\*\*\*\*\*

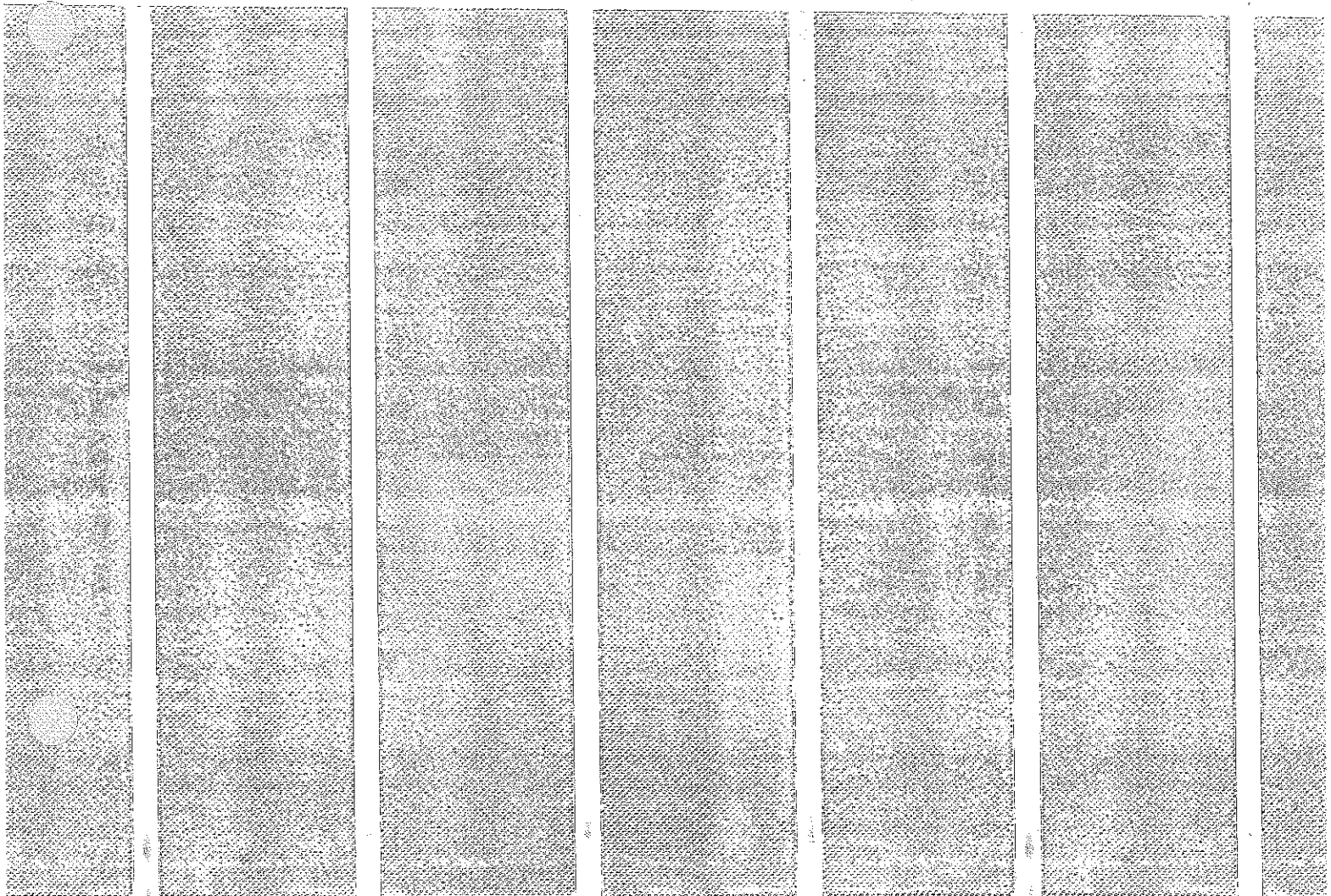
II. Account Balance \$ 22,835.57 Verified by [Signature]  
 Date 5/21/14 Comment \_\_\_\_\_

III. Approved For Board Approval \_\_\_\_\_ Date \_\_\_\_\_  
 Principal - Signature

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

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

SUPERINTENDENT'S APPROVAL \_\_\_\_\_



CONSIGNEE MEMO

UNION HIGH SCHOOL  
ATTN JERRY BENAQUESTA  
2350 N THIRD ST  
UNION NJ 07083

07448090

PO# NONE

UPS FREIGHT PHONE NUMBER  
(800)333-7400

DELIVERING TRAILER

460114 UPGF

FREIGHT BILL NUMBER

049 415 516

CITY RTE/BYD SCAC DEST

034R CRT

PICK UP DATE

05/05/14 RKE

ADV CAR

BL# NONE

AD UF BD

SHIPPER 049 415 516

OAK HALL CAP & GOWN

3812 BLUE RIDGE DR SW

ROANOKE VA 24018

08970006 (540)387-0000

COLLECT  
THIS AMOUNT

\$ .00  
\$ .00



UPS Freight <sup>SM</sup>

UPGF

049 415 516

www.upsfreight.com

#PCS 1

HM 1

PT

DESCRIPTION OF ARTICLES AND SPECIAL MARKINGS

PIECE(S) COUNTED AND VERIFIED ON

1 SK HANDLING UNIT(S) SAID TO CONTAIN:

(30 OT) CAPS AND GOWNS

LTL FUEL ADJUSTMENT

INSIDE DELIVERY CHARGE

UPS WORLDSHIP

ADDITIONAL DELIVERY INFO.

NONE

\* \* \* \* \* ATTENTION \* \* \* \* \*

JERRY BENAQUESTA

SHIPPER IS RESPONSIBLE FOR ALL

PAGE 1 OF 2

TTL WT >

FIRM

PRINT NAME

SIGNATURE

X RECEIVED THE ABOVE PROPERTY IN GOOD CONDITION EXCEPT AS NOTED

RECORD EXCEPTIONS & DESCRIPTIONS OF GOODS IN BODY OF FORM ABOVE

CONTD < TTL PCS

PIECES DLVRD

WRAP INTACT?

YES NO?

ODOM

ARRIVE

DEPART

TOTAL CHARGES

DATE

DRIVER NAME

CONTD

CONSIGNEE  
 049 415 516 SHIPPER

DELIVERING TRAILER  
 FREIGHT BILL NUMBER  
 049 415 516  
 CITY RTE/BYD SCAC DEST

CONSIGNEE MEMO  
 UPS FREIGHT PHONE NUMBER

ADV CAR  
 BL#  
 AD

COLLECT  
 THIS AMOUNT  
 \$ .00



UPS Freight<sup>SM</sup>  
 www.upsfreight.com

#PCS	HM	PT	DESCRIPTION OF ARTICLES AND SPECIAL MARKINGS	WEIGHT(LBS)	NMFC	RATE	CHARGES	
			ACCESSORIAL CHARGES. BILL TO: 15278443 OAK HALL CAP & GOWN UPGF 6180 0114579 UPGF 560 03/31/14 C N 32372					
			PRINT NAME	TTL WT >	ODOM	ARRIVE	DEPART	
			SIGNATURE	FIRM				
			RECEIVED THE ABOVE PROPERTY IN GOOD CONDITION EXCEPT AS NOTED RECORD EXCEPTIONS & DESCRIPTIONS OF GOODS IN BODY OF FORM ABOVE					TOTAL CHARGES
			DELIVERY RECEIPT					PPD

PAGE 2 OF 2

1 < TTL PCS

PIECES DLVRO  
 WRAP INTACT?  
 YES NO?

**CAK HALL INDUSTRIES, L.P.**

840 UNION STREET  
 P.O. BOX 1078 TEL. (540) 387-0000  
 SALEM, VIRGINIA 24153 FAX (540) 387-2034

*Manufacturers of*

ACADEMIC CAPS, GOWNS AND HOODS  
 CHOIR VESTMENTS, PULPIT ROBES  
 AND JUDICIAL ROBES

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009132  
 UNION HIGH SCHOOL  
 ATTN JERRY BENAQUESTA  
 2350 N THIRD ST  
 UNION, NJ 07083

Order No.: 203456  
 Ship Agent Code: UPS  
 Ship Agent S. Cod: GND  
 Ship Bill-to Option: Shipper  
 Grad Date/Delivery: 06/24/14

UNION HIGH SCHOOL  
 ATTN JERRY BENAQUESTA  
 2350 N THIRD ST  
 UNION, NJ 07083

Tracking No:

INVOICE NO.	INVOICE DATE	CUSTOMER ORDER NO.	TERMS	SALESPERSON
451728	05/05/14		30D	915 KEVIN TOO HILL

QTY. SHIP	DESCRIPTION	PRICE	AMOUNT
581	GOWN OSFA CAP HORIZON MAROON	19.00	11,039.00
581	MAROON/WHITE TASSEL-RGYD		
30	EXTRA MAROON/WHITE TASSEL-RGYD	5.25	157.50
75	BGOLD TASSEL-RGYD	5.25	393.75
285	COLLARS W/TABS - WHITE		
SHIPPED: 2014-5-5. VIA: UPS FREIGHT			
TRACKING ID: RKE 049465046			
Non Taxed:			11,590.25
Taxable:			0.00
Tax			0.00
Total:			11,590.25
Deposit:			0.00
Balance Due			11,590.25

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

SCHOOL UHS

DATE 6/3/14

ACCOUNT NAME National Art Honor Society

ACCT.# 2030

VENDOR Top of Union Board of Education

AMOUNT <sup>\$</sup> 1,035.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

transportation for May 27<sup>th</sup> field trip by outside vendor  
(Vittari)

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

Laurie DelGuercio

NAME

Laurie DelGuercio

SIGNATURE

BOARD APPROVAL DATE: 6/17/14

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

Date 5/20/14

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to pay \$ 1,035.00 to the order of Two Union Board of Education and charge the account of Natl Art Honor Society Acc't. No. 2030  
Purpose: payment for field trip transportation by Villavie

Natl Art Honor Society  
Club or Activity

Miane Esquini  
Faculty Adviser - Signature

\*\*\*\*\*

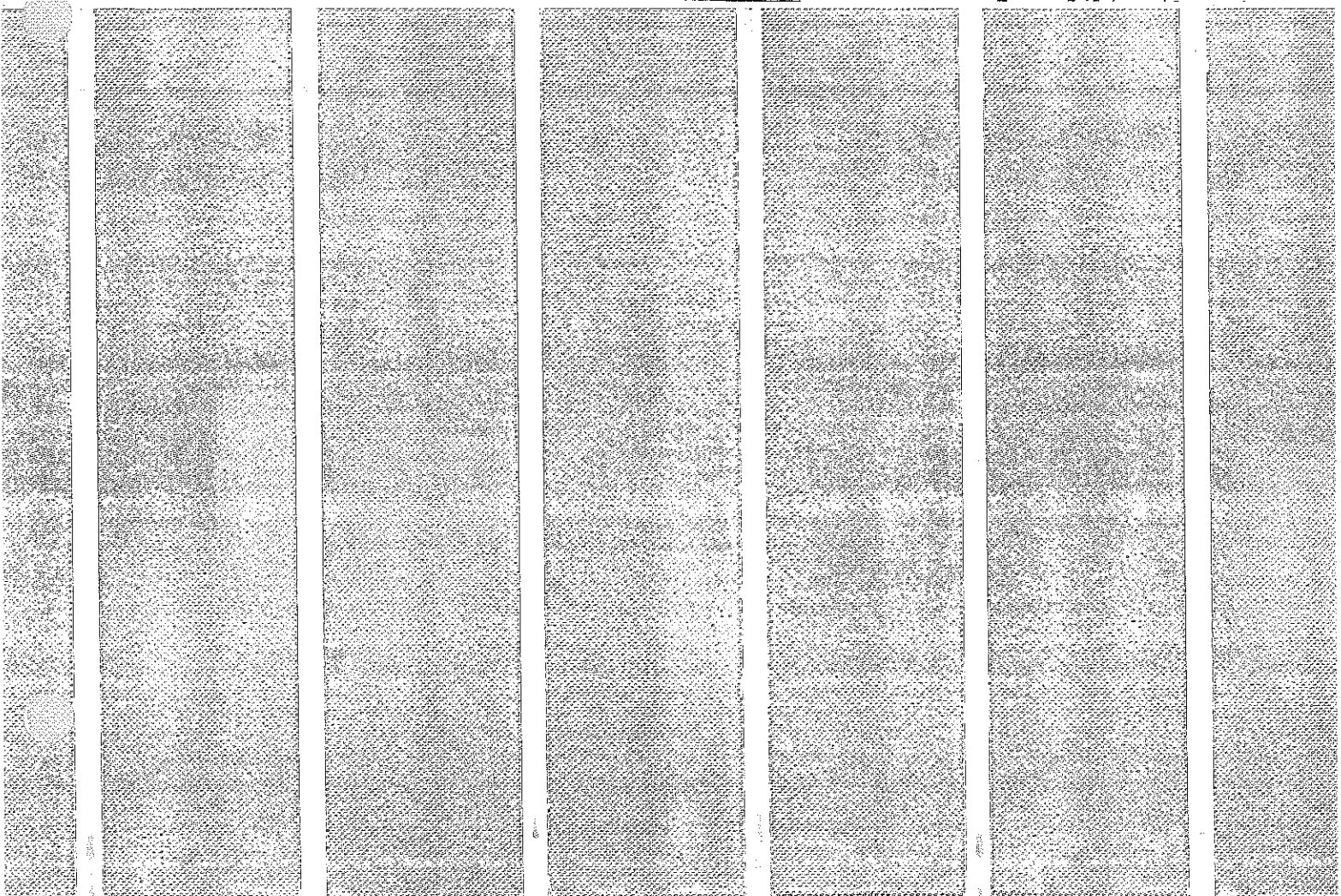
II. Account Balance \$1163.4 Verified by [Signature]  
Date 5/21/14 Comment \_\_\_\_\_

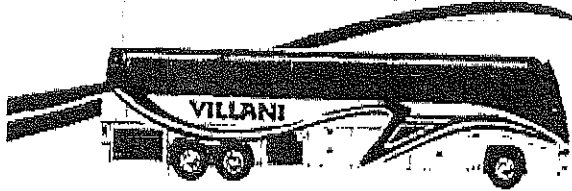
III. Approved Board Approval Date \_\_\_\_\_  
Principal - Signature

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

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

SUPERINTENDENT'S APPROVAL





**Villani Bus Company**

811 East Linden Avenue  
Linden, NJ 07036

Phone: 908-862-3333  
Fax: 908-474-8058  
Website: www.villanibus.com  
Email: info@villanibus.com

**Charter Confirmation**

Diane Esqueistel *Esquivel*  
Union High School  
22350 N. 3rd. Street  
Union, NJ 07083 USA

Confirmed: 03/10/14  
Charter No. : 46925  
Phone: 908-229-5565  
Fax: 908-851-6539  
Order Date 03/10/14  
SalesRep:

Thank you for selecting Villani Bus Company for your upcoming trip. We are committed to providing you with the very best service possible, and I am sure that you will be pleased with the quality of our equipment and drivers. This Confirmation serves as your contract for your transportation needs shown below. We must receive your deposit along with one signed and dated copy of this letter by the due date of the deposit shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name:  
Group Leader: Diane Esqueistel  
Destination: Hamilton, New Jersey  
Leave Date: Tuesday, May 27, 2014  
Spot Time: 8:30 am  
Leave Time: 8:45 am  
Pickup Location: Union High School  
North 3rd Street  
Union NJ

# Coaches: 1  
Equipment: 1-55 Motorcoach  
Return Date: Tuesday, May 27, 2014  
Retn\Drop Time: 5:30 pm  
Destination Details: Grounds For Sculpture  
18 Fairgrounds Road  
Hamilton Township, New Jersey

Description	# Coaches	Qty	Rate	Charge
Single Day Motorcoach Trip	1	1.00	\$1,035.00	\$1,035.00
UNSIGNED CONFIRMATION WILL VOID RESERVATION	1	1.00	\$0.00	\$0.00
Transportation rate does not include gratuity	1	1.00	\$0.00	\$0.00

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<b>Transport Charge:</b>	<b>\$1,035.00</b>
03/11/14	Signed Contract			<u>Amount Paid</u>	<b>\$0.00</b>
06/27/14	Final Payment	\$1,035.00		<u>Balance Due</u>	<b>\$1,035.00</b>

If you have not already done so, please remember to send us an itinerary complete with addresses to insure the success of your trip. Please call me if you have any questions.

*Diane Esquivel* 3/11/14 Sincerely,  
Charter Party Authorized Signature Date



**TOWNSHIP OF UNION BOARD OF EDUCATION  
FIELD TRIP APPROVAL REQUEST  
APPLICATION DATE: 3-12-14**

suant to N.J.A.C. 6A:23A-5.8 Field Trips must be preapproved by the Board and not solely for entertainment purposes.  
**ALL REQUESTS MUST BE RECEIVED IN THE TRANSPORTATION OFFICE NO LATER THAN THE FIRST OF THE MONTH IN ORDER TO BE INCLUDED IN THE AGENDA FOR THE NEXT BOARD MEETING.**

*Failure to complete this form in its entirety will result in denial.*

SCHOOL UNION HIGH SCHOOL GRADE 9-12  
 TEACHER(S) DIANE ESQUIVEL  
 DATE OF TRIP TUESDAY, MAY 27, 2014  
 DESTINATION GROUNDS FOR SCULPTURE email-info@groundsforsculpture.org  
 ADDRESS / CITY 18 FAIRGROUNDS RD. HAMILTON, NJ 08619 609.586.0616  
 (Please attach directions)

PURPOSE OF TRIP TO VIEW & TOUR THE SCULPTURES, ATTEND GALLERY SHOWS; PHOTOGRAPH & SKETCH THE ARTWORK & GROUNDS.  
 (Must be of educational value to the children)  
 Pick-up Time (No earlier than 9:10 AM) 8:45 AM Specific Location FRONT OF HIGH SCHOOL

Return Time (Must be back at school by 1:40 PM) 6:00 PM Specific Location FRONT OF HIGH SCHOOL  
 Total Number of Passengers 44 (Bus Capacity is 54, Van Capacity is 16)

DISTRICT BUDGET ACCOUNT NUMBER/FUNDING SOURCE: # 30 UHS Booster Acct. (a)  
11-000-270-512-01-10-7538  
**TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR**

I am requesting in house transportation

1. In house Bus cost	=	_____
2. Entrance Fee	=	_____
3. Total Trip Cost: Add 1 & 2	=	_____
4. District Cost	=	_____
5. Student Cost	=	_____
6. Any other cost incurred	=	_____

Line 3 should equal the total of lines 4+5+6  
 Amount that students fundraised = \_\_\_\_\_

I am requesting outside vendor for transportation

1. Outside Contractor cost	=	<u>\$1,035.00</u>
2. Entrance Fee	=	<u>\$80.00</u>
3. Total Trip Cost: Add 1 & 2	=	<u>1115.00</u>
4. District Cost	=	<u>0</u>
5. Student Cost	=	<u>\$28.00</u>
6. Any other Cost incurred	=	_____

Line 3 should equal the total of lines 4+5+6

Supervisor's Approval \_\_\_\_\_ Date 3/12/14  
 Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

\*\* Please compute in-house transport costs as follows: \$55.00 per hour weekdays, \$90.00 per hour after 4:00 pm and on weekends X the number of vehicles needed. Minimum 2 hours. Additional half hour will be added on for travel time to and from the school.

	Approved	Disapproved	Reason	Date
BOE	✓			<u>4/29/14</u>
Business Admin	MLV			<u>4-3-14</u>
Transportation	DCW			



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

SCHOOL UHS

DATE 6/3/14

ACCOUNT NAME K. Brooks Field Trips

ACCT.# 2208

VENDOR Villani Bus Company

AMOUNT \$1,150.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

transportation for 6/4/14 field trip

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

Laurie DelGuercio

NAME

Laurie DelGuercio

SIGNATURE

BOARD APPROVAL DATE: 6/17/14

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

Date 5/28/14

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to pay \$1,150.<sup>00</sup> to the order of Villani Bus Co. and charge the account of Field Trip K. Brooks Acc't. No. 2208  
Purpose: To pay this expensive bus company.

Agacuum / Beach Trip  
Club or Activity

K. Brooks  
Faculty Adviser - Signature

\*\*\*\*\*

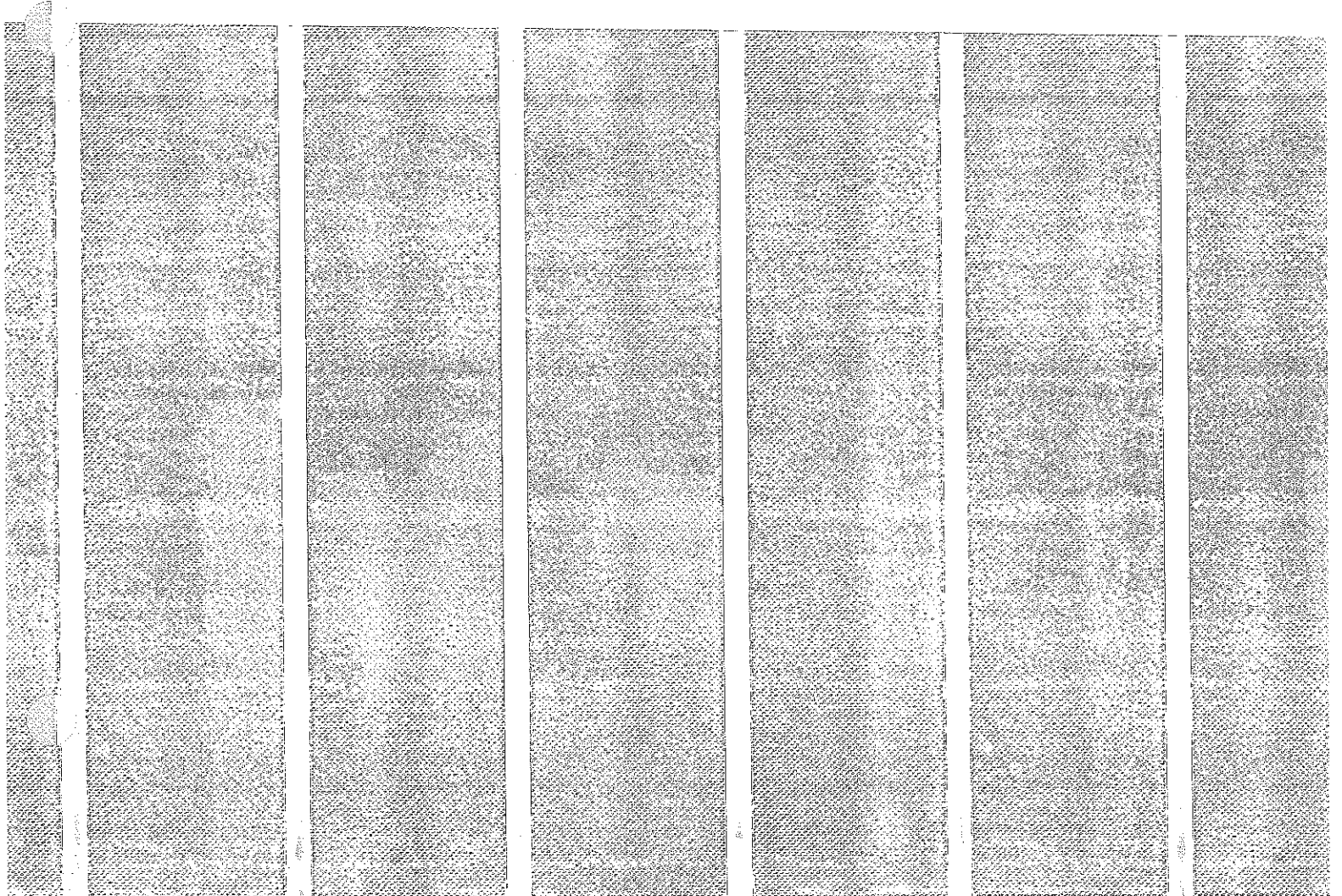
II. Account Balance \$1,150.00 Verified by [Signature]  
Date 6/3/14 Comment \_\_\_\_\_

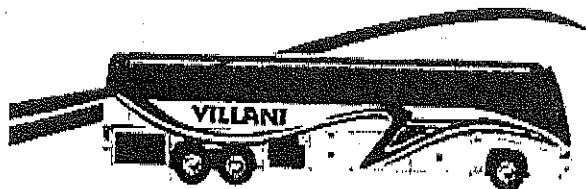
III. Approved For Board Approval Date \_\_\_\_\_  
Principal - Signature

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

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

SUPERINTENDENT'S APPROVAL \_\_\_\_\_





**Villani Bus Company**

811 East Linden Avenue

Linden, NJ 07036

Phone: 908-862-3333

Fax: 908-474-8058

Website: www.villanibus.com

Email: info@villanibus.com

**Charter Confirmation**

**Kathy Brooks**  
**Union High School**  
**22350 N. 3rd. Street**  
**Union, NJ 07083 USA**

Confirmed: **03/28/14**  
 Charter No. : **46427**  
 Phone: **908-851-6500**  
 Fax: **908-851-6539**  
 Order Date **02/07/14**  
 SalesRep:

Thank you for selecting **Villani Bus Company** for your upcoming trip. We are committed to providing you with the very best service possible, and I am sure that you will be pleased with the quality of our equipment and drivers. This Confirmation serves as your contract for your transportation needs shown below. We must receive your deposit along with one signed and dated copy of this letter by the due date of the deposit shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name:		# Coaches:	<b>1</b>
Group Leader:	<b>Kathy Brooks</b>	Equipment:	<b>1-55 Motorcoach</b>
Destination:	<b>Pt. Pleasant, New Jersey</b>		
Leave Date:	<b>Wednesday, June 04, 2014</b>	Return Date:	<b>Wednesday, June 04, 2014</b>
Spot Time:	<b>8:15 am</b>		
Leave Time:	<b>8:30 am 9:00</b>	Retn\Drop Time:	<b>6:00 pm</b>
Pickup Location:	<b>Union High School North 3rd Street Union NJ</b>	Destination Details:	<b>Jenkinsons Aquarium Ocean Ave Point Pleasant NJ</b>

Description	# Coaches	Qty	Rate	Charge
Single Day Motorcoach Trip	1	1,150.00	\$0.00	\$0.00
UNSIGNED CONFIRMATION WILL VOID RESERVATION	1	1.00	\$0.00	\$0.00
Transportation rate does not include gratuity	1	1.00	\$1,150.00	\$1,150.00

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<b>Transport Charge:</b>	<b>\$1,150.00</b>
<b>02/07/14</b>	<b>Signed Contract</b>			<b>Amount Paid</b>	<b>\$0.00</b>
<b>07/04/14</b>	<b>Final Payment</b>	<b>\$1,150.00</b>		<b>Balance Due</b>	<b>\$1,150.00</b>

If you have not already done so, please remember to send us an itinerary complete with addresses to insure the success of your trip. Please call me if you have any questions.

Sincerely,

\_\_\_\_\_  
 Charter Party Authorized Signature                      Date