

EXHIBIT B-1

Student Organization Fund Approval for Expenditure totaling \$1,000.00 or more

SCHOOL: Hannah Caldwell

Date: 02/19/2026

DEPARTMENT: _____

Account: 2011

VENDOR: Liberty Hall Museum

Amount: \$1,200.⁰⁰

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: 1st Grade

Field trip 03/20/2026 Invoice attached

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

Cathy Costello
Name

Cathy Costello
SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the School Business Administrator/Board Secretary, may obligate themselves by contract for the purchase of goods and services totaling \$1,000 or greater.

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

Yolanda Koon
School Business Administrator/Board Secretary

Date



Liberty Hall Museum, Inc.
1003 Morris Ave
Union, NJ 07083
9085270400
hannah.gaston@kean.edu



INVOICE

BILL TO

Hannah Caldwell Elementary
School
1120 Commerce Ave.
Union, NJ 07083

INVOICE # LM0368

DATE 10/30/2025

DUE DATE 02/20/2026

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/20/2026	Field Trip - Student	80	12.00	960.00
03/20/2026	Quill Writing Workshop	80	3.00	240.00
03/20/2026	Teacher Attendees	10	0.00	0.00

Colonial Days
Quill Writing
1st Grade
4 Chaperones Paying at Door

BALANCE DUE

\$1,200.00

Pay invoice

A 50% deposit is due one month prior to the program. Balance due the day of the trip. A \$25 fee will be charged if the trip is rescheduled, within 14 days of the original trip date.

Cancellation: 15 days prior without fee; within 14 days, 50% of the full invoice amount. The full invoice amount will be charged for programs canceled within 7 days of the trip date.

Questions, email hgaston@kean.edu