

EXHIBIT B-1

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

SCHOOL: UHS Date: 9/16/22
 DEPARTMENT: Vis Art / Yearbook Account: 2055
 VENDOR: Shutterfly / Lifetouch Amount: \$6,350.03

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Yearbook balance CO 2022

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: Gungemi

SIGNATURE: [Handwritten 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 approved amount.

Yolanda Koon, Business Administrator _____ Date: _____



Yearbooks



Event: ETVVKTZHZ Lifetouch ID: 45085
 Statement: 54380148 Balance Due: \$6,350.03
 *RI Amount Enclosed:

*Thank you for being a valued Lifetouch customer!
 Please write the Event on the check payments.
 Remit check or money order in the enclosed envelope payable to:*

*Union High School
 ATTN: Accounts Payable/Principal
 2350 North 3rd Street
 Union NJ 07083-5049*

*Shutterfly Lifetouch, LLC Accts Receivable
 PO Box 46993
 Eden Prairie MN 55344-9728*

Statement Date: 8-01-2022 Revision - 4

Detach and remit the above portion with your payment.

Revised Invoice Statement

*Shutterfly Lifetouch, LLC
 11000 Viking Drive
 Eden Prairie MN 55344-7243*

Event: ETVVKTZHZ School Year: 2021-2022
 Statement Date: 8-01-2022 Terms: Net 10

Customer

*Union High School
 2350 North 3rd Street
 Union NJ 07083-5049*

Invoice Charge Summary Rev-4

Main Order	\$28,875.00
Shipping & Handling	\$2,196.87
Adjustments	\$206.00
Tax	\$2,072.16

Bill To

*Union High School
 ATTN: Accounts Payable/Principal
 2350 North 3rd Street
 Union NJ 07083-5049*

Invoice Statement Total	\$33,350.03
Less Payments Received Through 8-01-2022	(\$27,000.00)
Balance Due	\$6,350.03

Contact Us

*Lifetouch Yearbook Adviser Support
 (800) 736-4761
 yearbookadvisersupport@lifetouch.com*

Disclosure & Notifications

- This invoice subject to any state or local sales and use tax.

P A S T D U E

P L E A S E R E M I T

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 9/8/2022

DEPARTMENT: Student Council/ Senior Class/ Farmer Fam

Account: 2053

VENDOR: Party City/Oriental Trading

Amount: ≈> 1,000

PURPOSE OF EXPENDITURE (attach appropriate invoice(s): Haunted Hallways (Oct. 22))

- 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 \$2.00/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

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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: 9/8/2022

DEPARTMENT: Student Council Account: 2053

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

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

- Purchase all the items needed to create

homecoming (Oct. 22)

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.

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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: 9/8/2022

DEPARTMENT: Student Council Account: 2053

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

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

- Purchase all the items needed to create holiday grams

(Nov. - Dec. 22)

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.

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Yolanda Koon, Business Administrator _____ Date : _____

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

SCHOOL: Union High School Date: 9/8/2022

DEPARTMENT: Student Council Account: 2053

VENDOR: Party City/Oriental Trading/ Local Flower Shop Amount: ≈ 1,000

PURPOSE OF EXPENDITURE (attach appropriate invoice(s): (Feb. 23)

- Purchase all the items/carnations needed to create the VDay Grams that will be sold school wide

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

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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: 9/8/2022

DEPARTMENT: Student Council Account: 2053

VENDOR: Piryllis/Oriental Trading/ Custom Ink / Johnny Napkins Amount: ≈> 1,500

PURPOSE OF EXPENDITURE (attach appropriate invoice(s): Powder Puff Football Game (May 23)

- 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 : _____

EXHIBIT B-1

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

SCHOOL: UHS Date: 9/30/22
DEPARTMENT: Music/Theatre Account: 2077
VENDOR: Old Fashion Candy Amount: 2012.45

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

candy fundraiser

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: Melissa Hannon
SIGNATURE: Melissa Hannon



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I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator _____ Date : _____

Search



(800) 500-1234



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Order #40319 was placed on September 30, 2022 and is currently Processing.

Order details

Product	Total
Choco Blast™ Candy Fundraiser x 25	\$1,800.00
Subtotal:	\$1,800.00
Shipping:	\$212.45 via OFC Shipping Method
Payment method:	30 Day Billing
Total:	\$2,012.45

Billing address

Melissa Hannon
Union High School
2350 North 3rd Street
Union, NJ 07083

 9082655385

mhannon@twpunionschools.org

[CHAT NOW!](#)

EXHIBIT B-1

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

SCHOOL: UHS Date: 9/30/22

DEPARTMENT: Key club Account: #46

VENDOR: Key Club International Amount: Max \$2,700.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s):
Key club dues.

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

Diana Prieto
NAME
[Signature]
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 _____



Dues News

Dues Deadlines:

Early Bird Dues: November 1st, 2022

Regular Dues: December 1st, 2022

The base cost of dues this year is:

\$13.50

This price is broken up by:

International Dues: \$7.00

District Dues: \$6.50

Clubs can charge up to an additional \$5.00 for club funding.

Questions? Contact the

District Treasurer

Laine Elliott

l Elliott@njkeyclub.org

EXHIBIT B-1

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

SCHOOL: UHS Date: 9/30/22

DEPARTMENT: Cosmetology Account: 2061

VENDOR: Burmax Amount: \$ 3,836.51

PURPOSE OF EXPENDITURE (attach appropriate Invoice(s):
Student Kits for Cosmetology class.
(for 22-23 school year)

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

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.

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

Business Administrator Date

Document: Order Acknowledgement - Quote Order

UPC Vendor Invoice Date Order #
000000 1100895-00
PO Date PO # Page #
09/22/22 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
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 12/30/22
 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 25% OF THE PURCHASE PRICE IF
 UNDER \$1595. ACTUAL FREIGHT IS DETERMINED BY WEIGHT WHEN
 THE ORDER SHIP.
 A \$3.00 HANDLING FEE WILL BE APPLIED TO THIS ORDER

1	17725-1	00000	13		each	294.88548	each	0.00	3833.51
UNION HIGH SCHOOL UNION NEW JERSEY ONE KIT PER CARTON									

HANDLING	3.00
Invoice Total	3836.51

EXHIBIT B-1

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

SCHOOL: Kawameeh Date: 10/4/22
 DEPARTMENT: Yearbook Account: # 26
 VENDOR: Jostens Amount: \$3400.00

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Initial deposit for 2022-2023 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.

NAME: Yvonne Lorenzo

SIGNATURE: Yvonne Lorenzo

.....
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.

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Yolanda Koon, Business Administrator _____ Date: _____

YEARBOOK

CELEBRATING MOMENTS THAT MATTER

YEAR: 2023 | JOB #: 17353 | REP: Bonnie Blackman | DATE: 10/04/22

YEARBOOK DEPOSIT INVOICE

Thank you for choosing Jostens to publish your yearbook! We appreciate your partnership in keeping your account in good standing. We've outlined your school's account summary below. We can't wait to see your book!

PAYMENT INSTRUCTIONS

You can submit payment by returning the lower portion of this notice with a check or money order. You may also pay via credit card by calling 1-800-854-7464 ext. 17186. We're happy to answer any questions you have! We're available M-F 8am - 5pm CST or email us at Printing_AR@Jostens.com.

Thank you for your timely payment!

PAYMENT SUMMARY

Purchase Order Number (if applicable):

Initial Deposit Amount Due by: 11/01/22 \$3400.00

Money Received To Date: \$0.00
(Includes any web sales and school payments)

Remaining Due: \$3400.00

ADDITIONAL PAYMENTS WILL BE REQUIRED THROUGHOUT THE YEAR

Second Deposit Amount Due by: 03/01/23 \$3400.00

Final Invoice Due After Book Ships Consult Your Rep

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT.
KEEP UPPER PORTION FOR YOUR RECORDS.

JOSTENS, INC.

Amanda Maxwell
Kawameeh Middle School
490 DAVID TERRACE
UNION, NJ 07083

Please check the box if your address has changed and update your address on the back of this remittance.

PAYMENT ADDRESS

JOSTENS, INC.
21336 NETWORK PLACE
CHICAGO, IL 60673-1213

PAYMENT SUBMISSION

JOB NUMBER: 17353

YEAR: 2023

AMOUNT PAID: _____

Please make check or money order payable to Jostens, Inc.
Or pay via credit card by calling 1-800-854-7464 ext. 17186