

F-9

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 Date: 9/7/18

DEPARTMENT: Student Council Account: 2053

VENDOR: All vendors on Reimbursement Request Amount: ~ 1,200

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Homecoming Dance and Homecoming Game Expenses

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

NAME: Terrell Ruffly
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

DATE September 13, 2018

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

Pay \$ 4300 ^{not to exceed} to the order of Victoria Menjivar

and charge the account of Student Council Acct. No. 2053

Purpose: Homecoming Game / Dance

Student Council
Club or Activity

[Signature]
Faculty Adviser - Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved [Signature] Date 9/11/18
Principal - Signature

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

Processed by _____

Township of Union Board of Education
STUDENT ACTIVITY ACCOUNT - REIMBURSEMENT REQUEST

EVERY EFFORT TO PAY WITH A CHECK FROM THE STUDENT ACTIVITY ACCOUNT DIRECTLY TO THE VENDOR MUST BE MADE BEFORE REIMBURSEMENT WILL BE CONSIDERED.

Student Activity Reimbursement requests must be pre-approved by the principal and superintendent prior to the purchase. If this Student Activity Reimbursement Request form is not submitted prior to purchase the reimbursement will NOT be processed.

Date: September 13, 2018
 Employee Name: Victoria Menjivar
 Acct Name: Student Council
 Acct. No.: 2053

Reason for Reimbursement Request: Homecoming Game / Dance Decor / Concessions

Estimate of Itemized Expenses

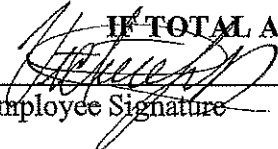
DESCRIPTION	COST
DJ	\$ 150.00
Party City (Decor)	\$ ≈ 400.00
Stop & Shop (Flowers / Gift Cards)	\$ ≈ 50.00
Sam's Club (Snacks)	\$ ≈ 150.00
Home Depot (Hay)	\$ ≈ 40.00
Oriental Trading (Coronation Items)	\$ ≈ 200.00
Amazon (Dance Props / Decor) / Shindigz	\$ ≈ 300.00
	\$
	\$

TOTAL AMOUNT OF REIMBURSEMENT: \$ 2,130

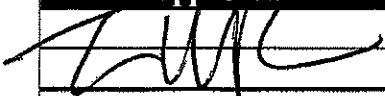
Note: Sales tax is not eligible for reimbursement.

A COPY OF THIS APPROVAL MUST ACCOMPANY YOUR OFFICIAL REQUEST FOR REIMBURSEMENT, ALONG WITH CONFIRMING RECEIPTS.

IF TOTAL AMOUNT EXCEEDS \$999 BOARD APPROVAL IS REQUIRED


 Employee Signature

9/7/18
 Date

FOR OFFICIAL USE ONLY:			
Approved	More Info. Needed	Not Approved	Date
<u></u>			<u>9/11/18</u>
Principal Signature			Date
Approved	More Info. Needed	Not Approved	Date
Superintendent or Designee Signature			Date