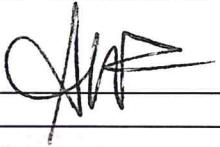


ULEC CHECK REQUEST FORM

INVOICE DATE: <u>3/18/2020</u>	REQUESTED BY: <u>Alice Frazier</u>	PERIOD COVERED: <u>03/8-0/15</u>	
PAYABLE TO: <u>Keturah Muhammad</u>	AMOUNT: \$ <u>203.00</u>		
INVOICE #	BUDGET AVAILABLE: YES	NO:	
PURPOSE: <u>Please allocate to payment to Vita</u>	DUE DATE: <u>3/25/2020</u>		
COST CENTERS:	AMOUNT	COST CENTERS:	AMOUNT
222 CODING PROGRAM	<u> </u>	460 IHOP-FDU	<u> </u>
334 NRTC 2018	<u> </u>	467 WORKFORCE-UNITED AIRLINES	<u> </u>
335 NRTC 2019	<u> </u>	600 ADMIN	<u> </u>
366 ANNUAL STREET FAIR	<u> </u>	620 CFO	<u> </u>
368 WELLS FARGO-NEIGHBOR REV	<u> </u>	650 FACILITIES	<u> </u>
369 PSE&G	<u> </u>	761 ULEC GALA	<u> </u>
452 PACE	<u> </u>	950 ALLOCATED EXP	<u> </u>
454 PRUDENTIAL WORKFORCE	<u> </u>	OTHER	<u>X</u>
GL CODES:			
1410 ADVANCES	<u> </u>	8240 MAINTENANCE SUPPLIES	<u> </u>
x 7540 INSTRUCTORS/CONSULTANTS/SUBS	<u> </u>	8310 TRANSPORTATION & PARKING	<u> </u>
7560 PROFESSIONAL FEES - OTHER	<u> </u>	8320 MEALS	<u> </u>
7570 TEMPORARY HELP/CONTRACT	<u> </u>	8340 AIRFARE	<u> </u>
8110 SUPPLIES	<u> </u>	8350 CONFERENCE, CONVENTIONS, MEETINGS	<u> </u>
8130 TELEPHONE & COMMUNICATIONS	<u> </u>	8405 CLASSROOM MATERIALS & SUPPLIES	<u> </u>
8131 TELEPHONE MAINTENANCE CONTRACT	<u> </u>	8410 CLASSROOM TECHNOLOGY	<u> </u>
8132 CELL PHONE SERVICE	<u> </u>	8415 COMMUNITY SERVICE PROJECT	<u> </u>
8140 POSTAGE & SHIPPING	<u> </u>	8420 TUTORING	<u> </u>
8160 COMPUTER SOFTWARE & HARDWARE	<u> </u>	8425 EXPUNGEMENT	<u> </u>
8170 PRINTING & COPYING	<u> </u>	8430 JOB TRAINING	<u> </u>
8180 BOOKS, SUBSCRIPTIONS, REFERENCE	<u> </u>	8435 GED & ABE CLASSES	<u> </u>
8190 INTERNET/WEB HOSTING FEES	<u> </u>	8445 FOOD & RELATED SUPPLIES	<u> </u>
8205 RENT, PARKING & OTHER OCCUPANCY	<u> </u>	8450 PROGRAM TRAINING	<u> </u>
8210 UTILITIES	<u> </u>	8460 STIPENDS & ASSISTANCE	<u> </u>
8211 UTILITIES WATER	<u> </u>	8470 FOOD FOR CLASSES	<u> </u>
8220 EQUIPMENT RENTAL, REPAIR & MAINTENANCE	<u> </u>	8510 INTEREST EXPENSE - GENERAL	<u> </u>
8227 EQUIPMENT RENTAL	<u> </u>	8525 SPECIAL EVENT EXPENSES	<u> </u>
8228 POSTAGE LEASE	<u> </u>	8530 MEMBERSHIP DUES - ORGANIZATIONS	<u> </u>
8230 BUILDING REPAIR & MAINTENANCE	<u> </u>	8540 STAFF DEVELOPMENT/TRAINING	<u> </u>
8231 BUILDING REPAIR & MAINTENANCE - ALARM SERVICES	<u> </u>	8560 PROCESSING FEES	<u> </u>
8233 BUILDING REPAIR & MAINTENANCE - TRASH REMOVAL	<u> </u>	8570 ADVERTISING/MARKETING EXP	<u> </u>
8235 BUILDING REPAIR & MAINTENANCE - EXTERMINATING	<u> </u>	8580 LICENSES & FEES	<u> </u>
PROGRAM DIRECTOR'S APPROVAL		DATE: <u>3/18/20</u>	
FINANCE APPROVAL PROCESS:			
INVOICE/SUPPORTING DOCS ATTACHED: <u>YES</u> <u>NO</u>	A/P INITIAL: _____	DATE: _____	
FISCAL OFFICE APPROVAL: _____			
PRESIDENT/CEO'S APPROVAL: _____		CLASS CODE	_____
		CHECK #	_____



Urban League of
Essex County

*Empowering Communities.
Changing Lives.*

Consultant Reimbursement Form:

Name: KETURAH MUHAMMAD
Address: 108 ALEXANDER ST City: NEWARK State: NJ Zip: 07106
Phone (C): 551-804-6855 Email: KZ_MUHAMMAD@YMAIL.COM

Re: Reimbursement Month MARCH Year: 2020

Number of Billable Hours						
Week of (Dates)	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
03/08/2020		11-6PM				
03/15/2020		10-5:30PM +7.507				
Total		14.50				14.50

Base Pay 14 @ 14.50

Note: Hours should not exceed 25 hours per week

Number of Placements in Period

Total	14.50

Base Pay 14 @ 14.50

Total Reimbursement \$203.00

Signature KETURAH
MUHAMMAD Date 03/18/2020

Attach the following: (Site Coordinator Spreadsheet must be submitted along with each invoice):
(Site Coordinator Spreadsheet =Activity Log for period above)



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Vita Consultant Log

Weekly Activities

* Activities may include, but is not limited to, maintaining and initiating contact with consumers, coaching interns/volunteers, providing free income tax return preparation for eligible taxpayers, and ensuring that on site review of all tax returns are completed on all Vita preparers at United Way Vita Site. Conduct outreach and education on income tax issues and other asset building services at the tax sites.