

URBAN LEAGUE OF ESSEX COUNTY
ULEC GENERAL OPERATING ACCT
508 CENTRAL AVE.,
NEWARK, NJ 07107-1430

BANK OF AMERICA, NA
55-33/212

13036

03/11/2020

PAY TO THE ORDER OF The Marilyn Center Limited Liability Company

\$ **2,520.00

Two thousand five hundred twenty and 00/100 ***** DOLLARS

The Marilyn Center Limited Liability Company
38 Melrose Ave
East Orange, NJ 07018
United States

PROTECTED AGAINST FRAUD

MEMO 451 - Specialized Training Chemical Dependency As

⑈013036⑈ ⑈021200339⑈ 000238003973⑈

URBAN LEAGUE OF ESSEX COUNTY

13036

03/11/2020

The Marilyn Center Limited Liability Company

Date	Type	Reference	Original Amount	Balance Due	Payment
03/01/2020	Bill	02132020	2,520.00	2,520.00	2,520.00
			Check Amount		2,520.00

1010 Cash:Checking 451 - Specialized Training Chemical Dependency Assoc 2,520.00

URBAN LEAGUE OF ESSEX COUNTY

13036

03/11/2020

The Marilyn Center Limited Liability Company

Date	Type	Reference	Original Amount	Balance Due	Payment
03/01/2020	Bill	02132020	2,520.00	2,520.00	2,520.00
			Check Amount		2,520.00

1010 Cash:Checking 451 - Specialized Training Chemical Dependency Assoc 2,520.00

PAYMENT
RECORD



100811

Rev 2/14

CHECK REQUEST FORM
451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 03/01/20 REQUESTED BY: Gwen Morris PERIOD COVERED: Mar-20

PAYABLE TO: Marilyn Center AMOUNT: \$2,520.00

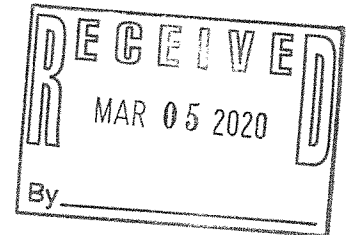
DESCRIPTION: Specialized Training Chemical Dependency Associate

GL CODES:

☐ 7222 SALARIES & WAGES
☐ 7120 FRINGE BENEFITS - INCLUDING FICA
☐ 7540 INSTRUCTORS/CONSULTANTS/SUBS
☐ 7550 INTERNSHIPS & OJT
☐ 7560 PROFESSIONAL FEES - OTHER
☐ 7570 TEMPORARY HELP/CONTRACT
☐ 7580 DONATED PROFESSIONAL SERVICES
☐ 8110 SUPPLIES
☐ 8120 DONATED MATERIALS & SUPPLIES
☐ 8140 POSTAGE & SHIPPING
☐ 8160 COMPUTER SOFTWARE & HARDWARE
☐ 8170 PRINTING & COPYING
☐ 8180 BOOKS, SUBSCRIPTIONS, REFERENCE
☐ 8205 RENT
☐ 8310 TRANSPORTATION & PARKING

GL CODES:

☐ 8310 STAFF TRANSPORTATION
☐ 8320 MEALS
☐ 8340 AIRFARE
☐ 8350 CONFERENCE, CONVENTIONS, MEETINGS
☐ 8415 COMMUNITY SERVICE PROJECT
☒ 8430 JOB TRAINING
☐ 8435 GED & ABE CLASSES
☐ 8440 MENTORING
☐ 8445 FOOD & RELATED SUPPLIES
☐ 8450 PROGRAM TRAINING
☐ 8460 STIPENDS & ASSISTANCE
☐ 8470 FOOD FOR CLASSES
☐ 8510 INTEREST EXPENSE - GENERAL
☐ 8520 INSURANCE - NON EMPLOYMENT RELATED
☐ 8540 STAFF DEVELOPMENT/TRAINING
☐ 8570 ADVERTISING/MARKETING EXP
☐ 8580 LICENSES & FEES



PROGRAM DIRECTOR'S APPROVAL _____

DATE: 3/3/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

FISCAL OFFICE APPROVAL [Signature]

PRESIDENT/CEO'S APPROVAL [Signature]

VERIFIABLE INITIAL: [Signature]

DATE: 3/5/20

CLASS CODE: 451

CHECK #: 13036



Marilyn Center/Professionals Training Academy
Invoice

Date: 2/13/2020 Invoice No. 02132020

Contact Information	
Urban League	Requestor Name MC/PTA
	Requestor Phone 9735804277
	Requestor e-mail marilyncenter@outlook.com



Raising the Bar for Training

Statement of Work:	
Please find your cost of service for education and training for your Cohort 1, toward certification as a NJ Chemical Dependency Associate.	2520.00
Tax	0
Grand Total Due	2520.00

Make All Checks Payable to "Marilyn Center"

Thank you for your business!

Bernice Taylor-Jones
Marilyn Center/Professionals Training Academy
Administrative Office
38 Melrose Avenue
East Orange, New Jersey 07018
973 580-4277 Voice, (4278) Voicemail

Urban Seniors Jobs Program

SPECIALIZED TRAINING REQUEST FORM

Type Affiliates Name Here

Type Affiliates Address, Phone, Fax, Email Here

****The Vendor's Proposal must accompany this Request Form.
If the amount is over \$3,000 you must submit two additional
Vendor Proposals with this Request Form.***

Type of Training: NJ Chemical Dependency Associate (NJ State Certification)

Proposed Training Provider: The Marilyn Center

Provider Address: 38 Melrose Avenue City: East Orange Zip: 07018

of Years in Business: _____ # of Years providing this type of training: _____

Program Outcomes: 1. Intro to Counseling, Biopsychosocial Assessment

2. Addiction Recovery, Legal Assessment

3. Documentation, Ethical Responsibilities

Total Cost of Training: 2520.00 Total # of Participants to Train: 3

of Training Classes: 6 Total # of Participants/per class: 3

Start Date(s): March 1, 2020 End Date(s): April 11, 2020

Training Identified as Labor Demand Occupation for Area: Yes ☒ No ☐

Training Leads to *Credential: Yes ☒ No ☐

Program Conducts Pre-Assessment: Yes ☒ No ☐

Type of Pre-Assessment:

Program Conducts Post Assessment: Yes ☐ No ☒

Type of Post-Assessment:

Job Placement Assistance Provided Yes ☐ No ☒

Employability Skills Incorporated in Training Yes ☒ No ☐

Payment Schedule: _____

***Credential (Definition):**

Nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalents, postsecondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates.

Note: If training is not identified as a Labor Demand Occupation in your Area, you must submit a brief narrative identifying the justification for the training.

The Undersigned hereby certifies that the above information is correct.

Gwen Morris

USJP Project Director's Signature

2/13/2020

Date

For NUL Office Use Only

NUL Approved: Yes ☐ No ☐

NUL Representative Signature

**Additional proposals not required when working with your local Colleges or Adult Education Department.*