

ULEC CHECK REQUEST FORM

INVOICE DATE: 3/18/2020 REQUESTED BY: Alice Frazier PERIOD COVERED: 2/18/2020

PAYABLE TO: Takiya Harris 640 South 10th Street Newark, NJ 07108 AMOUNT: \$ 50.00

INVOICE #: _____ BUDGET AVAILABLE: YES NO DUE DATE: 3/25/2020

PURPOSE: Employment stipend

COST CENTERS:	AMOUNT	COST CENTERS:	AMOUNT
222 CODING PROGRAM	_____	460 IHOP-FDU	_____
334 NRTC 2018	_____	467 WORKFORCE-UNITED AIRLINES	_____
335 NRTC 2019	_____	600 ADMIN	_____
366 ANNUAL STREET FAIR	_____	620 CFO	_____
368 WELLS FARGO-NEIGHBOR REV	_____	650 FACILITIES	_____
369 PSE&G	_____	761 ULEC GALA	_____
452 PACE	X	950 ALLOCATED EXP	_____
454 PRUDENTIAL WORKFORCE	_____	OTHER	_____

GL CODES:

1410 ADVANCES
 7540 INSTRUCTORS/CONSULTANTS/SUBS
 7560 PROFESSIONAL FEES - OTHER
 7570 TEMPORARY HELP/CONTRACT
 8110 SUPPLIES
 8130 TELEPHONE & COMMUNICATIONS
 8131 TELEPHONE MAINTENANCE CONTRACT
 8132 CELL PHONE SERVICE
 8140 POSTAGE & SHIPPING
 8160 COMPUTER SOFTWARE & HARDWARE
 8170 PRINTING & COPYING
 8180 BOOKS, SUBSCRIPTIONS, REFERENCE
 8190 INTERNET/WEB HOSTING FEES
 8205 RENT, PARKING & OTHER OCCUPANCY
 8210 UTILITIES
 8211 UTILITIES WATER
 8220 EQUIPMENT RENTAL, REPAIR & MAINTENANCE
 8227 EQUIPMENT RENTAL
 8228 POSTAGE LEASE
 8230 BUILDING REPAIR & MAINTENANCE
 8231 BUILDING REPAIR & MAINTENANCE - ALARM SERVICES
 8233 BUILDING REPAIR & MAINTENANCE - TRASH REMOVAL
 8235 BUILDING REPAIR & MAINTENANCE - EXTERMINATING

GL CODES:

8240 MAINTENANCE SUPPLIES
 8310 TRANSPORTATION & PARKING
 8320 MEALS
 8340 AIRFARE
 8350 CONFERENCE, CONVENTIONS, MEETINGS
 8405 CLASSROOM MATERIALS & SUPPLIES
 8410 CLASSROOM TECHNOLOGY
 8415 COMMUNITY SERVICE PROJECT
 8420 TUTORING
 8425 EXPUNGEMENT
 8430 JOB TRAINING
 8435 GED & ABE CLASSES
 8445 FOOD & RELATED SUPPLIES
 8450 PROGRAM TRAINING
 X 8460 STIPENDS & ASSISTANCE
 8470 FOOD FOR CLASSES
 8510 INTEREST EXPENSE - GENERAL
 8525 SPECIAL EVENT EXPENSES
 8530 MEMBERSHIP DUES - ORGANIZATIONS
 8540 STAFF DEVELOPMENT/TRAINING
 8560 PROCESSING FEES
 8570 ADVERTISING/MARKETING EXP
 8580 LICENSES & FEES

PROGRAM DIRECTOR'S APPROVAL JHPDATE: 3/18/20

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO A/P INITIAL: _____ DATE: _____

FISCAL OFFICE APPROVAL: _____

PRESIDENT/CEO'S APPROVAL: _____ CLASS CODE: _____

CHECK # _____

AMBASSADOR MEDICAL SERVICES
651 ROUTE 73 NORTH - 308
MARLTON, NJ 08053
856-810-0235

Invoice

DATE	INVOICE #
2/18/2020	170893

BILL TO
NEW JERSEY LABORERS UNION ATTN: MIKE CACKOWSKI 31 MOTT AVENUE MONROE, NJ 08831

P.O. NO	TERMS	DUE DATE
	NET 30 DAYS	3/19/2020

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT
Drug /Alcohol	1	DRUG TEST TESTING PERFORMED FOR TAKIYA HARRIS ON 01/20/20 AT THE LINDEN OFFICE **PAID CASH \$50.00	50.00	50.00
VISA, MASTER CARD & AMERICAN EXPRESS ARE ACCEPTED AS PAYMENT. PAYMENT CAN BE MADE OVER THE PHONE.				
			Total	\$50.00

AMBASSADOR WILL ATTEMPT TO COLLECT ANY OVERDUE INVOICES AFTER
30 DAYS. ONCE WE HAVE EXHAUSTED ALL MEANS OF PAYMENT FOR
SERVICES PERFORMED ON YOUR COMPANY, WE WILL SUBMIT ALL
OUTSTANDING INVOICES TO A COLLECTION AGENCY & A 30% FEE WILL BE
ADDED. THANK YOU FOR YOUR COOPERATION!