

CHECK REQUEST FORM

ABBOTT - 111

EXPENSE REQUEST:

INVOICE DATE:

10/15/2019

REQUESTED BY:

H. Wilson

PERIOD COVERED :

10/15/2019

PAYABLE TO:

Charles Conley

AMOUNT:

\$400 (Deposit)

DUE DATE:

10/22/19

INVOICE #:

142018

COMMENTS:

Preschool Classroom repair total \$800. - Bal \$400

GL CODES:

☐ 7260 PAYROLL SERVICE FEES
☐ 7520 ACCOUNTING FEES
☐ 7540 INSTRUCTORS/CONSULTANTS/SUBS
☐ 8110 SUPPLIES
☐ 8130 TELEPHONE & COMMUNICATIONS
☐ 8160 COMPUTER SOFTWARE & HARDWARE
☐ 8170 PRINTING & COPYING
☐ 8180 BOOKS, SUBSCRIPTIONS, REFERENCE
☐ 8205 RENT, PARKING & OTHER OCCUPANCY
☐ 8210 UTILITIES
☐ 8220 EQUIPMENT RENTAL, REPAIR & MAINT
☒ 8230 BUILDING REPAIR & MAINTENANCE
☐ 8240 MAINTENANCE SUPPLIES
☐ 8299 SECURITY
☐ 8310 TRANSPORTATION & PARKING

GL CODES:

☐ 8320 MEALS (for meetings)
☐ 8350 CONFERENCE, CONVENTIONS, MEETINGS
☐ 8360 FIELD TRIPS
☐ 8405 CLASSROOM MATERIALS & SUPPLIES
☐ 8410 CLASSROOM TECHNOLOGY
☐ 8420 TUTORING
☐ 8425 EXPUNGEMENT SERVICES
☐ 8430 JOB TRAINING
☐ 8440 MENTORING
☐ 8445 FOOD & RELATED SUPPLIES
☐ 8520 INSURANCE - NON EMPLOYMENT RELATED
☐ 8530 MEMBERSHIP DUES - ORGANIZATIONS
☐ 8540 STAFF DEVELOPMENT/TRAINING
☐ 8560 PROCESSING FEES
☐ 8570 ADVERTISING/MARKETING EXP

PROGRAM DIRECTOR'S APPROVAL

Heather WilsonDATE: 10/15/2019

FINANCE APPROVAL PROCESS:

SUPPORTING DOCS ATTACHED: YES NOR. Greg Wilson

FISCAL OFFICE APPROVAL

VERIFIABLE INITIAL:

JM

DATE:

10/24/19

Class

111

PRESIDENT/CEO'S APPROVAL

Check # 0218

Date	Type	Reference	Original Amount	Balance Due	Payment
10/24/2019	Bill	10.15.19CC	400.00	400.00	400.00
		Check Amount			400.00

1012 Cash:Checking	111 - class repair total deposit \$400.00	400.00
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Conley Construction LLC

Lic#13VH08624700

96 Columbus Ave

Belleville, NJ 07109

862-812-5910

charles@conleyconstructionllc.com

INVOICE NO. 142018

DATE October 15, 2019

CUSTOMER ID DDTW100

EXPIRATION DATE 14-Nov-19

TO

Urban League of Essex County

504 Central Ave

Newark, NJ 07107

973-624-9535

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
C. Conley	ULEC Daycare Center	N/A	N/A	N/A	None	TBD

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
INTERIOR					
1.00	Bathroom	Repair 2 bathroom stalls	\$ 350.00		\$ 350.00
1.00	Reception	Replace 4 drop ceiling tile	\$ 200.00		\$ 200.00
1.00	Teaching Area	Repair window frame. Tape, spackel and paint	\$ 250.00		\$ 250.00
			TOTAL DISCOUNT		
			SUBTOTAL	\$	800.00
			DEPOSIT		400.00
			TOTAL	\$	400.00