

ULEC CHECK REQUEST FORM

INVOICE DATE: 3/24/2020 **PREPARED BY:** Alice Frazier **PERIOD COVERED:** 03/16-03/20

PAYABLE TO: Anthony Clark **AMOUNT:** \$ 900.00

INVOICE # _____ **BUDGET AVAILABLE:** YES NO **DUUE DATE:** **3/26/2020**

COMMENTS:

COST CENTERS: _____ **AMOUNT** _____ **COST CENTERS:** _____ **AMOUNT** _____

| COST CENTERS: | | AMOUNT | COST CENTERS: | AMOUNT |
|---------------|--------------|--------|---------------|---------------|
| 111 | ABBOTT | | 460 | IHOP-FDU |
| 111F | FOOD PROGRAM | | 368 | WELLSFARGO-NR |
| 112 | EHS-LEAGUERS | | 600 | ADMIN |
| 114 | SUMMER CAMP | | 620 | CFO |
| 222 | DCF- CODING | | 650 | FACILITIES |
| 223 | OICA | | 760 | ULEC GALA |
| 225 | AMERICORPS | | 910 | STREET FAIR |
| 467 | WORKFORCE-UA | X | 950 | ALLOCATED EXP |

GL CODES: **GL CODES:**

- 1410 ADVANCES
- 7240 EMPLOYEE BENEFITS
- X 7540 INSTRUCTORS/CONSULTANTS/SUBS
- 7560 PROFESSIONAL FEES - OTHER
- 7570 TEMPORARY HELP/CONTRACT
- 8110 SUPPLIES
- 8130 TELEPHONE & COMMUNICATIONS
- 8131 TELEPHONE MAINTENANCE CONTRA
- 8132 CELL PHONE SERVICE
- 8140 POSTAGE & SHIPPING
- 8160 COMPUTER SOFTWARE & HARDWAR
- 8170 PRINTING & COPYING
- 8180 BOOKS, SUBSCRIPTIONS, REFERENCE
- 8190 INTERNET/WEB HOSTING FEES
- 8205 RENT, PARKING & OTHER OCCUPANC
- 8210 UTILITIES
- 8211 UTILITIES WATER
- 8220 EQUIPMENT RENTAL, REPAIR & MAI
- 8221 COPIER LEASE
- 8227 EQUIPMENT RENTAL
- 8228 POSTAGE LEASE
- 8230 BUILDING REPAIR & MAINTENANCE
- 8231 BUILDING REPAIR & MAINTENANCE -
- 8233 BUILDING REPAIR & MAINTENANCE -
- 8235 BUILDING REPAIR & MAINTENANCE -

GL CODES:

- ____ 8240 MAINTENANCE SUPPLIES
- ____ 8260 PROPERTY INSURANCE
- ____ 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
- ____ 8460 STIPENDS & ASSISTANCE
- ____ 8470 FOOD FOR CLASSES
- ____ 8510 INTEREST EXPENSE - GENERAL
- ____ 8520 INSURANCE - NON EMPLOYMENT RELATED
- ____ 8525 SPECIAL EVENT EXPENSES
- ____ 8530 MEMBERSHIP DUES - ORGANIZATION
- ____ 8540 STAFF DEVELOPMENT/TRAINING
- ____ 8560 PROCESSING FEES
- ____ 8570 ADVERTISING/MARKETING EXP
- ____ 8580 LICENSES & FEES

PROGRAM DIRECTOR'S APPROVAL

DATE: 3/24/20

FINANCE APPROVAL PROCESS:

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

FISCAL OFFICE APPROVAL: _____

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

CLASS CODE

CHECK #



Urban League of
Essex County

*Empowering Communities.
Changing Lives.*

Consultant Reimbursement Form: Job Developer

Name: Anthony G. Clark

Address: 111 Mulberry Street City: Newark State: NJ Zip: 07102

Phone (C): 973-991-7043 Email: Agclark.2465@gmail.com

Re: Reimbursement Month March Year: 2020

| Number of Billable Hours | | | | | | |
|---|--------|---------|-----------|----------|--------|-------------|
| Week of (Dates) | Monday | Tuesday | Wednesday | Thursday | Friday | Total Hours |
| March 16 th – 20 th | 5.5 | 6 | 6 | 7 | 5.5 | 30 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | | | | | | 30 |

Base Pay @ \$30.00 \$900.00

Note: Hours should not exceed 30 hours per week

Total Reimbursement \$900.00

Number of Placements in Period

| | |
|--------------|--|
| | |
| | |
| | |
| | |
| Total | |

Base Pay @ \$30.00 \$0.00

Total Reimbursement \$900.00

Signature Anthony Clark **Date** 3/20/2020

Attach the following: (1&2 must be submitted along with each invoice):

1. **Job Development Spreadsheet** – Job development, participant referrals, & Activity Log for period above)
2. **Hire letters** – for all participants placed during the period above; submit only when requesting payment for placements (email, paychecks)

Please complete the above and return to:

VP, Workforce Development and Financial Opportunity Center



Empowering Communities.
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Urban League of
Essex County

Job Developer Log

Detailed Weekly Activities

| Date | Activity* | Comment |
|--|--|--|
| March 16 th 9:30am-3pm | Follow up with Eric Ballinski from American Architectural Window & Door regarding the job descriptions and other openings. Meeting with A.F., TH and KW regarding our contingency plan for ULEC. Worked on Job Ready Check list document from the internet sample. Follow up with a call to Anthony Bygrave regarding a job lead and to find out his job situation at the Paper Company. | Please follow up with USJP participant William Henderson and William Wright regarding their interviews |
| March 17 th 9:30am -3:30pm | Follow up with CVS recruiter Michael regarding the latest job leads at various location for our USJP' and FOC's participants. Sent out an email to USJP's coordinator regarding said openings. Called Patti from MakeIT regarding our partnership with the company as it relates to their intake process. Follow up with CN in SF on the activities from last week. | |
| March 18 th 9am-3:00pm | Meeting with Gwen Morris regarding the USJP list of those who completed the SORA license. Spoke with Michael from CVS regarding the email of leads he sent me. Forward the CVS job leads to our USJP's participants and our FOC's. | Follow up with USJP participant Andrew Taylor on his job search and feedback from the interview. |
| March 19 th 9-4pm | Spoke with Eric from American Architectural Window & Door as he wanted to try to coordinate how we can provide potential candidates for his company, also we discussed the possibility of having some interview via FT depending on their experience and knowledge of the industry. Forwarded out a job leads to the USJP's and FOC from Meghan M. Hunscher, Chamber of Commerce of Morristown regarding Covid -19 testing | Follow with Carol Battisti from Adecco regarding her comment on the fair for our ULEC – USJP's. |

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|-----------------------------------|--|
| | associates. Contacted Ms. Hunscher's to find out if the hiring will be on going and she suggested I contact Ms Carver. |
| March 20 th 9am-2:30pm | Follow up with an email to USJP participant William Ribardo and Irene regarding his interest in the job opportunity I sent out on Thursday. Meeting/Conference call with our Workforce Development team regarding our strategy going forward for the next 2 weeks. Follow up on BD reports updates and entries |
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*Activities may include, but is not limited to, maintaining and initiating contact with employers, researching & identifying job leads, interviewing participants, job matching activities, skills assessments, market research, outreach, identifying job orders, attending Job Fairs or meeting.