

ULEC CHECK REQUEST FORM

INVOICE DATE: 3/18/2020 REQUESTED BY: Alice Frazier PERIOD COVERED: 03/8-0/15
PAYABLE TO: Keturah Muhammad AMOUNT: \$ 203.00

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

PURPOSE: Please allocate to payment to Vita

COST CENTERS:	AMOUNT
222 CODING PROGRAM	_____
334 NRTC 2018	_____
335 NRTC 2019	_____
366 ANNUAL STREET FAIR	_____
368 WELLS FARGO-NEIGHBOR REV	_____
369 PSE&G	_____
452 PACE	_____
454 PRUDENTIAL WORKFORCE	_____

COST CENTERS:	AMOUNT
460 IHOP-FDU	_____
467 WORKFORCE-UNITED AIRLINES	_____
600 ADMIN	_____
620 CFO	_____
650 FACILITIES	_____
761 ULEC GALA	_____
950 ALLOCATED EXP	_____
OTHER	<u>X</u>

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
☐ 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 [Signature]

DATE: 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 # _____



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)



Urban League of
Essex County

*Empowering Communities.
Changing Lives.*

Vita Consultant Log

Weekly Activities

Date	Activity*	Comment
03/10/2020	REVIEW RETURNS, CALL CLIENTS,	HAND OUT RETURNS
03/17/2020	REVIEW RETURNS, CALL CLIENTS,	HAND OUT RETURNS

* 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.