

CHECK REQUEST FORM

ABBOTT - 111



EXPENSE REQUEST:

INV# 0005383800

INVOICE DATE:

REQUESTED BY:

PERIOD COVERED:

3/16/2020

H Wilson

March 2020

PAYABLE TO:

AMOUNT:

Kaplan

\$1401.74

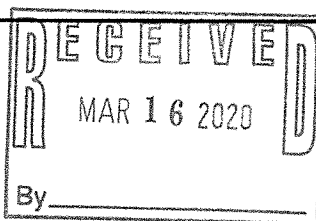
DUE DATE:

INVOICE #:

3/20/2020

1285 1205

COMMENTS:



Preschool Classroom Supplies

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

H Wilson

DATE:

3/16/2020

FINANCE APPROVAL PROCESS:

SUPPORTING DOCS ATTACHED: YES NO

☒

NO

VERIFIABLE INITIAL:

DATE:

3/18/20

FISCAL OFFICE APPROVAL

Class

111

PRESIDENT/CEO'S APPROVAL

Check #

Invoice Amount	Customer Number
1,401.74	Include this number on your check and any correspondence 12854200
	P.O. NUMBER
	Classroom30527
	INVOICE NUMBER
	0005383800
	ORDER NUMBER
	0007980051
	WEB ORDER
	W4007102
	INVOICE DATE
	02/17/2020

TH

Please remit with your payment to:
Kaplan Early Learning Company
PO Box 890575
Charlotte, NC 28289-0575

Ship To:
URBAN LEAGUE OF ESSEX CO
504 CENTRAL AVE
NEWARK NJ 07107-1430

PTM

Bill To: URBAN LEAGUE OF ESSEX CO
URBAN LEAGUE OF ESSEX COUNTY
504 CENTRAL AVE
NEWARK NJ 07107-1430

Detach payment stub and return with check payable to: Kaplan Early Learning Company

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Customer Number	12854200	Invoice Number	0005383800
Order Number	0007980051	Invoice Date	02/17/2020
		P.O. Number	Classroom30527

DATE SHIP	PO LINE	ITEM #	DESCRIPTION	PRICE	PER	QTY ORD	QTY SHP	AMOUNT
Mark For Heather Dance-Wilson								
02/14/2020	1	33555	ART START KIT 2	\$35.95	EA	2	2	\$71.90
02/14/2020	2	89430	BIG CLAY CUTTER SET	\$19.95	EA	1	1	\$19.95
02/14/2020	3	88609	5LB AIR-DRY CLAY BUCKET	\$12.95	EA	1	1	\$12.95
02/14/2020	4	42307	MODEL MAGIC 4-COLOR PACK	\$25.95	EA	1	1	\$25.95
02/14/2020	5	85875	2 STATION ART EASEL	\$299.95	EA	1	1	\$299.95
02/14/2020	6	61314	KAPLAN SPLASH MAT	\$11.95	EA	1	1	\$11.95
02/14/2020	7	32381	CREATE A SPACE STORAGE CTR	\$19.95	EA	1	1	\$19.95
02/14/2020	8	32155	SUPER VALUE CLASS BASKETS	\$10.95	EA	1	1	\$10.95
02/14/2020	9	60431	PAPER STORAGE 15 SLOT FOR 9X12	\$34.95	EA	1	1	\$34.95
02/14/2020	10	60935	32 QUART STORAGE CONTAINER	\$16.95	EA	1	1	\$16.95
02/14/2020	11	70137	CAROLINA DBL SIDE ART CART	\$399.95	EA	1	1	\$399.95
02/14/2020	12	33560	ROLE PLAY DRESS-UP SHOES	\$24.95	EA	1	1	\$24.95
02/14/2020	13	950151	INTERNATIONAL FOODS	\$29.95	EA	1	1	\$29.95
02/14/2020	14	71319	CLASSROOM LABEL SYSTEM	\$32.95	EA	1	1	\$32.95
02/14/2020	15	70884	TWO IN ONE NUMBER FLOOR PUZZLE	\$17.95	EA	1	1	\$17.95
02/14/2020	16	61214	CHILDREN OF WORLD FLOOR PUZZLE	\$13.95	EA	1	1	\$13.95
02/14/2020	17	88956	ALPHABET & NUMBER PUZZLE	\$17.95	EA	1	1	\$17.95
02/14/2020	18	55618	ALPHABET BINGO	\$22.95	EA	1	1	\$22.95
02/14/2020	19	33773	NUMBERS BINGO KIT	\$22.95	EA	1	1	\$22.95
02/13/2020	20	88492-DB	BEAN BAG CHAIR 35 INCH DEEP BL	\$109.95	EA	1	1	\$109.95

Sub Total	1,218.95
Tax	0.00
Freight	182.79
Invoice Amount	1,401.74
Due Date	03/18/2020
Unless otherwise agreed in writing by Kaplan, terms of payment are net due in 30 days.	

THANK YOU

We appreciate your business.



Order W4007102

Kaplan Early Learning Company
1310 Lewisville-Clemmons Road
Lewisville, NC 27023-0609

BILL TO:

Heather Dance-Wilson
Urban League of Essex County
504 Central Ave # 7107
07107
Newark, NJ 07107-1430

SHIP TO:

Urban League of Essex County
Heather Dance-Wilson
504 Central Ave # 7107
07107
Newark, NJ 07107-1430

PAYMENT INFORMATION:

Kaplan Account - 12854200
PO Number: Classroom30527

Product	Description	Qty	Retail	Price	Extended
10-33555	Art Start Kit 2	2	\$35.95	\$35.95	\$71.90
10-89430	Big Clay Cutter Set	1	\$19.95	\$19.95	\$19.95
10-88609	Crayola® Air Dry Clay - 5 lb. Bucket	1	\$12.95	\$12.95	\$12.95
10-42307	Crayola® Model Magic - 4-Color Pack	1	\$25.95	\$25.95	\$25.95
10-85875	2 Station Art Easel	1	\$299.95	\$299.95	\$299.95
10-61314	Kaplan Splash Mat	1	\$11.95	\$11.95	\$11.95
10-32381	Create-a-Space Storage Center	1	\$19.95	\$19.95	\$19.95
50-32155	Super Value Class Baskets (Set of 12)	1	\$10.95	\$10.95	\$10.95
NC-60431	Construction Paper Storage for 9"x12" Paper	1	\$34.95	\$34.95	\$34.95
10-60935	32 Quart Storage Container	1	\$16.95	\$16.95	\$16.95
NC-70137	Carolina Line Double Sided Art Cart	1	\$399.95	\$399.95	\$399.95
10-33560	Role Play Dress-Up Shoes - 4 Pairs	1	\$24.95	\$24.95	\$24.95
NC-950151	International Foods - Pretend Groceries	1	\$29.95	\$29.95	\$29.95
10-71319	Classroom Photo Label System	1	\$32.95	\$32.95	\$32.95
NC-70884	2-in-1 Numbers Floor Puzzle	1	\$17.95	\$17.95	\$17.95
10-61214	Children of the World Floor Puzzle (48 Pieces)	1	\$13.95	\$13.95	\$13.95
NC-88956	Alphabet and Numbers Puzzle Pairs	1	\$17.95	\$17.95	\$17.95
10-55618	Alphabet Bingo	1	\$22.95	\$22.95	\$22.95
10-33773	Numbers Bingo	1	\$22.95	\$22.95	\$22.95
NC-88492-DB	35" Round Bean Bag Chair	1	\$109.95	\$109.95	\$109.95

SubTotal \$1,218.95
Estimated Tax ~~\$92.87~~
Estimated Freight \$182.79
Grand Total \$1,494.61

\$1401.74