

URBAN LEAGUE OF ESSEX COUNTY
ULEC GENERAL OPERATING ACCT
508 CENTRAL AVE.
NEWARK, NJ 07107-1430

BANK OF AMERICA, NA
55-33/212

13225

03/12/2020

PAY TO THE Paycom \$ **170.00
ORDER OF

One hundred seventy and 00/100*****
DOLLARS

Paycom
7501 W. Memorial Road
Oklahoma City, OK 73142

PROTECTED AGAINST FRAUD



MEMO

600 - Closed Americorps - 0WF91

Vivian Cox, SA

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[FD] Details on Back

13225 013225 021200339 000238003973

URBAN LEAGUE OF ESSEX COUNTY

13225

03/12/2020 Paycom

Date	Type	Reference	Original Amount	Balance Due	Payment
03/09/2020	Bill	0WF9101SA	170.00	170.00	170.00
Check Amount					

1010 Cash:Checking 600 - Closed Americorps - 0WF91 170.00

URBAN LEAGUE OF ESSEX COUNTY

13225

03/12/2020 Paycom

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03/09/2020	Bill	0WF9101SA	170.00	170.00	170.00
Check Amount					

PAYMENT RECORD

1010 Cash:Checking 600 - Closed Americorps - 0WF91 170.00



100811



Rev 2/14

0081

ULEC CHECK REQUEST FORM

INV DATE: 3/9/2020 PREPARED BY: Roger Rucks PERIOD COVERED: _____

PAY TO: Paycom AMOUNT: \$ 170.00

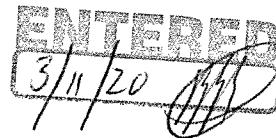
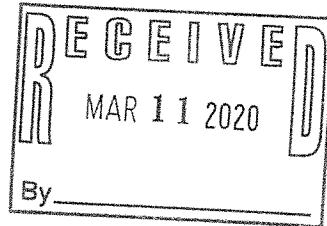
INVOICE # 0WF9101SA BUDGET AVAILABLE: YES NO DUE DATE: 3/13/2020

COMMENTS: Closed Americorps - 0WF91

COST CENTERS:	COST CENTERS:	COST CENTERS:	COST CENTERS:
041 SE THRIFT	334F FOC NRTC	502 ESG HOUSING	575 WHOLE CITIES
111 ABBOTT	334H HOUSING NRTC	552 ESG RENTAL ASST	580 CAP 1 HOUSING
112.1 TODDLERS	335 NRTC 2019	560 CAPITAL 1 SAVE UP	X 600 ADMIN
221 VERIZON TECH GRANT	339 ULEC OPPORT CORP	561 LISC-HUD FOC	610 CEO
222 DYFS - CODING	366 STREET FAIR	563 PRU FOC	620 CFO
225 AMERICORPS	368 WF NEIGH REVIT	564 NUL - PRFC	630 COO
331 NRTC 2016	369 PSEG DEV GRANT	565 HOUSING COUNSELING	650 FACILITIES
332 CITY HOME GRANT	451 USJP	567 FOC -CHASE	710 ANNUAL GALA
334 NRTC 2018	452 PACE	570 FIN OPPT CTR-OTHER	950 ALLOCATED EXP
334E THRIFTWORKS-NRTC	467 WORKFORCE UNITED	573 VITA TAX	OTHER

GL CODES:

- 7132 Payroll Fees
- 7510 FUNDRAISING FEES
- 7520 ACCOUNTING FEES
- 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
- 8133 VERIZON
- 8134 OPTIMUM
- 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
- 8221 COPIER LEASE



GL CODES:

- 8250 MORTGAGE INTEREST EXPENSE
- 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
- 8430 JOB TRAINING
- 8435 GED & ABE CLASSES
- 8440 MENTORING
- 8445 FOOD & RELATED SUPPLIES
- 8450 PROGRAM TRAINING
- 8455 SUBSIDY/RENTAL ASSISTANCE
- 8460 STIPENDS & ASSISTANCE
- 8470 FOOD FOR CLASSES
- 8510 INTEREST EXPENSE - GENERAL
- 8520 INSURANCE - NON EMPLOYMENT RELATED
- 8525 SPECIAL EVENT EXPENSES
- 8530 MEMBERSHIP DUES - ORGANIZATIONS

PROGRAM DIRECTOR'S APPROVAL _____

DATE: _____

FINANCE APPROVAL PROCESS: _____

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

A/P INITIAL:

DATE: 3/11/20

FISCAL OFFICE APPROVAL: _____

PRESIDENT/CEO'S APPROVAL

CLASS CODE: 600CHECK #: 13225

INVOICE



DATE: 03/09/2020
 CLIENT: 0WF91 - URBAN LEAGUE OF
 ESSEX COUNTY

FOR: Term Billing
 INVOICE #: 0WF9101SA

DESCRIPTION	QTY	AMOUNT
Quarter 4 2019 Tax Filing		\$ 17.00
2019 W2 Forms	10	\$ 69.50
2019 W2 Delivery		\$ 8.50
2019 W3 Form		\$ 75.00
SUBTOTAL		\$ 170.00
	TOTAL	\$ 170.00

REMITTANCE

CHECK:

*Please include the Client Code and Client Name on the memo line.

Mail to:

Paycom Payroll LLC
 ATTN: Sabrina Atkinson
 7501 W Memorial Rd
 Oklahoma City, OK 73142

CREDIT CARD:

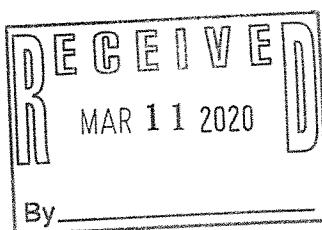
Please respond to attached e-mail correspondence to request the authorization form to process payment.
 Once received, we will process payment through accounting and a receipt will be sent for confirmation.

WIRE:

Please respond to attached e-mail correspondence to request wire instructions (to be sent via secure e-mail) to process payment.

CL: 7132 PAYROLL FEES

Cost :



600
 AMY/P/R

FW: Sorry to see your code 0WF91 go!!!

Gregory Ward <gward@ulec.org>

Mon 3/9/2020 3:56 PM

To: Patricia Mise <pmise@ulec.org>; Roger Rucks <rucks@ulec.org>

1 attachments (527 KB)

WF91 Invoice.pdf

Please process.

Thanks

R Greg Ward, CPA
 Chief Finance Officer
Urban League of Essex County
 508 Central Ave, Newark, NJ 07107

E. GWard@ulec.org | W. www.ulec.org
 P. 973-624-9535 Ext. 213
 F. 973-624-9597
 C. 908-406-3000

Empowering Communities. Changing Lives.



Empowering Communities. Changing Lives



From: Sabrina Atkinson <sabrina.atkinson@paycomonline.com>
Sent: Monday, March 9, 2020 1:13 PM
To: Gregory Ward <gward@ulec.org>
Subject: Sorry to see your code 0WF91 go!!!

Hello!

I will be handling the client termination process for your code **0WF91 - URBAN LEAGUE OF ESSEX COUNTY**.

Attached is an invoice including term billing fees due to Paycom.

Also, can you please include a forwarding/delivery address in the event Paycom has funds needing to be returned to you? **NO P.O. BOXES**

Please remember Paycom does not reach out to state agencies in regards to the closure of business or tax accounts.

If you have any questions please feel free to ask.

Thank you and have a great day!

Sabrina Atkinson | Billing Specialist

7501 W. Memorial Road | Oklahoma City, OK 73142



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