

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 W.

VERIFIABLE INITIAL.

JWDATE: 10/24/19

FISCAL OFFICE APPROVAL

Class III

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

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	