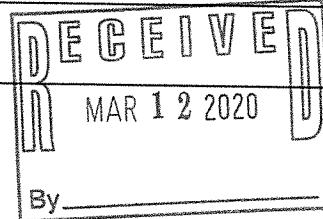


CHECK REQUEST FORM
451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 03/07/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 2/28/20-3/6/20
 PAYABLE TO: Gwen Morris AMOUNT: \$68.09
 COMMENTS: Mileage



GL CODES:

- 7112.1 USJP Manual Checks
- 7120 FRINGE BENEFITS - INCLUDING FICA
- 7540 INSTRUCTORS/CONSULTANTS/SUBS
- 7550 INTERNSHIPS & OJT
- 7560 PROFESSIONAL FEES - OTHER
- 7570 TEMPORARY HELP/CONTRACT
- 7580 DONATED PROFESSIONAL SERVICES
- 8110 SUPPLIES
- 8120 DONATED MATERIALS & SUPPLIES
- 8140 POSTAGE & SHIPPING
- 8160 COMPUTER SOFTWARE & HARDWARE
- 8170 PRINTING & COPYING
- 8180 BOOKS, SUBSCRIPTIONS, REFERENCE
- 8205 RENT
- 8310 TRANSPORTATION & PARKING

GL CODES:

- 8310 STAFF TRANSPORTATION
- 8320 MEALS
- 8340 AIRFARE
- 8350 CONFERENCE, CONVENTIONS, MEETINGS
- 8415 COMMUNITY SERVICE PROJECT
- 8430 JOB TRAINING
- 8435 GED & ABE CLASSES
- 8440 MENTORING
- 8445 FOOD & RELATED SUPPLIES
- 8450 PROGRAM TRAINING
- 8460 STIPENDS & ASSISTANCE
- 8470 FOOD FOR CLASSES
- 8510 INTEREST EXPENSE - GENERAL
- 8520 INSURANCE - NON EMPLOYMENT RELATED
- 8540 STAFF DEVELOPMENT/TRAINING
- 8570 ADVERTISING/MARKETING EXP
- 8580 LICENSES & FEES

PROGRAM DIRECTOR'S APPROVAL _____

DATE: 03/07/2020 _____

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL:

DATE: 3/12/20

FISCAL OFFICE APPROVAL _____

CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL _____

CHECK #: _____

Urban League of Essex County Mileage Log and Reimbursement Form

Urban League of Essex County Mileage Log and Reimbursement Form