

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

Bank of America
ACH R/T 021200339

12886

55-33/212 NJ
356

01/02/2020

PAY TO THE ORDER OF Center for Transformative Work

\$ **648.00

Six hundred forty-eight and 00/100***** DOLLARS

Center for Transformative Work
100 Hamilton Plaza
Suite 101
Paterson, NJ 07505

MEMO

451 USJP - Rent for January 2020


AUTHORIZED SIGNATURE

⑈012886⑈ ⑈021200339⑈ 000238003973⑈

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12886

Date	Type	Reference	Original Amount	Balance Due	Payment
01/01/2020	Bill	2027	648.00	648.00	648.00
Check Amount					648.00

1010 Cash:Checking 451 USJP - Rent for January 2020 648.00

URBAN LEAGUE OF ESSEX CTY
01/02/2020

Center for Transformative Work

12886

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CHECK REQUEST FORM
451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 01/01/20 REQUESTED BY: Gwen Morris PERIOD COVERED: Jan-20
PAYABLE TO: Center for Transformative Work, Inc. AMOUNT: \$648.00
DESCRIPTION: Office space for Passaic County

GL CODES:

☐ 7222 SALARIES & WAGES
☐ 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

ENTERED

PROGRAM DIRECTOR'S APPROVAL Gwen Morris

DATE: 12/23/2019

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: ☒ YES ☐ NO

VERIFIABLE INITIAL: Am

DATE: 12/29/19

FISCAL OFFICE APPROVAL _____

CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL WJ

CHECK #: 12886

Center for Transformative Work, Inc
100 Hamilton Plaza
Suite 101, Box 13
Paterson, NJ 07505 US
(973) 587-8755

INVOICE

BILL TO

Gwen Morris
Urban League of Essex
County
508 Central Avenue
Newark, NJ 07107

INVOICE # 2027

DATE 01/01/2020

DUE DATE 01/01/2020

ACTIVITY	QTY	RATE	AMOUNT
License Fee:Dedicated Private Office Monthly license agreement for use of office space (update Nov 2019)	1	549.00	549.00
License Fee:Floating Desk/Part-Time Shared Monthly license agreement for use of dedicated workspace	1	99.00	99.00

BALANCE DUE

\$648.00