

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

Bank of America
ACH R/T 021200339

12333
55-33/212 NJ
356

02/27/2020

PAY TO THE ORDER OF Anthony Clark

\$ **900.00

Nine hundred and 00/100***** DOLLARS

Anthony Clark
111 Mulberry St #2A
Newark, NJ 07102

Vivian Cox Juse
AUTHORIZED SIGNATURE

MEMO

451 -460 Ser. Rendered 02/10/20 - 02/14/20

⑈012995⑈ ⑆021200339⑆ 000238003973⑈

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12995

02/27/2020

Anthony Clark

Date	Type	Reference	Original Amount	Balance Due	Payment
02/15/2020	Bill	02.15.20AC	900.00	900.00	900.00
		Check Amount			900.00

1010 Cash:Checking 451 -460 Ser. Rendered 02/10/20 - 02/14/20 900.00

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12995

02/27/2020

Anthony Clark

Date	Type	Reference	Original Amount	Balance Due	Payment
02/15/2020	Bill	02.15.20AC	900.00	900.00	900.00
		Check Amount			900.00

1010 Cash:Checking 451 -460 Ser. Rendered 02/10/20 - 02/14/20 900.00

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/21/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 02/17/20 - 02/21/20
PAYABLE TO: Anthony Clark AMOUNT: \$900.00 INVOICE #: 02.21.20AC
COMMENTS: Consultant Services for USJP participants for job opportunities

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

☒ ENTERED

PROGRAM DIRECTOR'S APPROVAL Gwen Morris GM

DATE: 2/13/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: _____

DATE: _____

FISCAL OFFICE APPROVAL _____

CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL _____

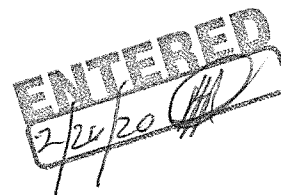
CHECK #: 12995



Urban League of
Essex County

Empowering Communities.
Changing Lives.

Consultant Reimbursement Form: Job Developer



Name: Anthony G. Clark

Address: 111 Mulberry Street City: Newark State: NJ Zip: 07102

Phone (C): 973-991-7043 Email: Agclark.2465@gmail.com

Re: Reimbursement Month February Year: 2020

Number of Billable Hours						
Week of (Dates)	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
February 17 th -21 st	4.5	3.5	8	4	10	30
Total						30

Base Pay @ \$30.00 \$900.00

Note: Hours should not exceed 30 hours per week

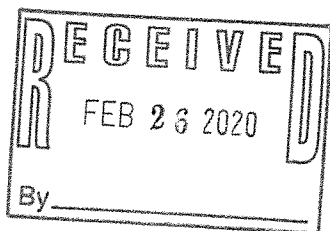
Total Reimbursement \$900.00

Number of Placements in Period

Total	

Base Pay @ \$30.00 \$0.00

Total Reimbursement \$900.00



Signature _____ Date 2/21/2020

Attach the following: (1&2 must be submitted along with each invoice):

1. **Job Development Spreadsheet** – Job development, participant referrals, & Activity Log for period above)
2. **Hire letters** – for all participants placed during the period above; submit only when requesting payment for placements (email, paychecks)

Please complete the above and return to:

VP, Workforce Development and Financial Opportunity Center



Urban League of
Essex County

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Changing Lives.*

Job Developer Log

Detailed Weekly Activities

Date	Activity*	Comment
February 17 th 8:30am – 1pm	Attended the Mayor's Men's breakfast meeting. Met with Kirra Eгна after the breakfast regarding her company ICCG, Inc who subcontract for NJ Transit by hiring people to clean the trains and her company is background friendly and her interest in taking on some of our USJP's.	Follow up with Kirra Eгна regarding hiring our participants to work at NJ Transit trains clean up crew.
February 18 th 9am – 12:30	Follow up with data input to the BD report and follow up with Patti from Makeit company regarding jobs for USJP's in the office settings. Recommend the following USJP's Annette Clyburn-Williams, Roxane Barri & Rosaline Williams	
February 19 th 8:00am- 4:00pm	Follow up with Jamar Morgan via phone and asked him to send the work papers and spoke with him about a new job search. Meeting with AF, KW& RH regarding Newark 2020 & USJP's Workforce concerns. Spoke ,with USJP participant Carmen Martinez regarding her updated resume and changes in her number, sent her resume to MCS Group. Follow up with Anthony Bygrave on his search and also sent his resume to Community Preservation & Associates, 's Shamecca Fuller, also had USJP's - Annette Clyburn-Williams, Roxane Barri's resumes sent to Ms. Fuller	Follow up with Alecia from Exothermic
February 20 th 8:30am – 12:00pm	Follow up with Patti and Nirod regrading the next steps for our partnership on hiring office supportive help through our USJP's list	.
February 21 st	Follow with an email and talk to Akua lessesen from Kente Gold Build regarding her construction and architect firm and potential administrative jobs with her for the USJP's. She was forward the following USJP's names Annette Clyburn-Williams, Roxane Barri. Follow	Invite Akua out next week for drinks as requested per our conversation and her willing to hire USJP's.

8:30am-3pm & 4-7:30	up with USJP's participants regarding reviewing their job ready forms provided by Irene Cerno, I will schedule the following to come within the next week or two; Mary Tanner, Pat Carter, William Ribardo, Rosemary McGriff and Lisa Fulcher ere participant One on one meeting with AF on various matters regarding our workforce operation. Follow up with data entries and SF entries from the prior week	Contact the following USJP's to have them come to the Newark office within two weeks : Pat Carter, William Ribardo, Rosemary McGriff Mary Tanner and Lisa Fulcher

*Activities may include, but is not limited to, maintaining and initiating contact with employers, researching & identifying job leads, interviewing participants, job matching activities, skills assessments, market research, outreach, identifying job orders, attending Job Fairs or meeting.