

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

BANK OF AMERICA, NA
55-33/212

13039

03/11/2020

PAY TO THE
ORDER OF

Staples Advantage

\$

**367.50

Three hundred sixty-seven and 50/100*****
DOLLARS

Staples Business Credit
P.O Box 105638
Atlanta, GA 30348-5638

* PROTECTED AGAINST FRAUD *



MEMO

950 -Office Supplies

Vean Cox, S.A.

13039 03/11/2020 000238003973

URBAN LEAGUE OF ESSEX COUNTY

13039

03/11/2020 Staples Advantage

Date	Type	Reference	Original Amount	Balance Due	Payment
03/01/2020	Bill	7305081749-0-1	171.33	171.33	171.33
03/04/2020	Bill	7305430686-0-1	172.99	172.99	172.99
03/04/2020	Bill	7305430686-0-2	23.18	23.18	23.18
Check Amount					
367.50					

1010 Cash:Checking 950 -Office Supplies

367.50

URBAN LEAGUE OF ESSEX COUNTY

13039

03/11/2020 Staples Advantage

Date	Type	Reference	Original Amount	Balance Due	Payment
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Check Amount					
367.50					

1010 Cash:Checking 950 -Office Supplies

367.50



10081



Rev 2/14

ULEC CHECK REQUEST FORM

STATEMENT DATE: 3/4/2020

PREPARED BY: Carmen Martinez

DUE DATE: 3/20/2020

PAYABLE TO: STAPLES ADVANTAGE

AMOUNT: \$367.50

BUDGET AVAILABLE: YES NO:

COMMENTS: OFFICE SUPPLIES

COST CENTERS:

111 ABBOTT	467 WORKFORCE UN-AIR
112.1 TODDLERS	502 ESG RENTAL ASST
\$0.00 334H HOUSING NRTC	561 LISC-HUD FOC
\$171.33 451 USJP	565 WELLS F FOC
\$0.00 454 PRU-WORKFORCE	600 ADMIN
\$0.00 460 IHOP - FDU	950 ALLOCATED EXP

ORDER #'S	AMOUNT DESCRIPTION
7305081749-0-1 451 USJP	\$171.33
7305430686-0-1 950-Allocated	\$172.99
7305430686-0-2 950-Allocated	\$23.18
	<hr/> \$367.50

GL CODES:

- 8110 SUPPLIES
- 8170 PRINTING & COPYING
- 8130 TELEPHONE & COMMUNICATIONS
- 8140 POSTAGE & SHIPPING
- 8160 COMPUTER SOFTWARE & HARDWARE
- 8180 BOOKS, SUBSCRIPTIONS, REFERENCE
- 8240 MAINTENANCE SUPPLIES
- 8405 CLASSROOM MATERIALS & SUPPLIES

DIRECTOR'S APPROVAL _____ **DATE:** _____

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO **A/P INITIALS:** _____ **DATE:** _____

FISCAL OFFICE APPROVAL: KYW

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PRESIDENT/CEO'S APPROVAL: V CLASS CODE 950

CLASS CODE 950
CHECK # 13039

CHECK # 13039



Staples Business Credit
PO BOX 105638
ATLANTA, GA 30348-5638

Greg Ward
Urban League of Essex County
508 Central Avenue
Newark, NJ 07107

Credit Account #
248098
Staples Account #
10175466NYC
Order #
7305430686-0-1

Purchase Details		Purchase Location	
Invoice Date	03/04/2020	Name	StaplesAdvantage.com
Budget Center	9/50 ~ ALLOCATED	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	156464280		Ship To
Terms	Standard	ID	NEWARK
Due Date	04/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$172.99	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
1682981	WORLDCARD COLOR A6 COLOR	\$172.99	1.00	\$172.99
			Sub Total:	\$172.99
			Sales Tax:	\$0.00
			Invoice Total:	\$172.99



Staples Business Credit
PO BOX 105638
ATLANTA, GA 30348-5638

Greg Ward
Urban League of Essex County
508 Central Avenue
Newark, NJ 07107

Credit Account #
248098
Staples Account #
10175466NYC
Order #
7305430686-0-2

Purchase Details		Purchase Location	
Invoice Date	03/04/2020	Name	StaplesAdvantage.com
Budget Center	950 - ALLOCATED	Address	PO Box 105638
Reference	JOANNA MARTINEZ	Phone	Atlanta, GA 30348-5638 (877) 457-6424
Type	Sale	ID	Ship To
Authorization #	156464261	Name	NEWARK
Terms	Standard	Address	URBAN LEAGUE OF ESSEX COUNTY
Due Date	04/20/2020		508 CENTRAL AVE
Amount Due	\$23.18		NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
1949018	CLOROX WIPES VALUE PK 3/75CT	\$11.59	2.00	\$23.18
				Sub Total: \$23.18
				Sales Tax: \$0.00
				Invoice Total: \$23.18

Pay online at <https://www.StaplesAdvantage.com>
Contact Staples Business Credit at (877) 457-6424 or help@staplesbusinesscredit.com with questions.

CHECK REQUEST FORM
451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/26/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 2/26/2020
 PAYABLE TO: Staples AMOUNT: \$ 171.33
 COMMENTS: Supplies for USJP for all 3 counties.
Invoice # 7305081749-D-1

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
- X 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 A

DATE: 03/05/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: Am

DATE: 3/11/20

FISCAL OFFICE APPROVAL _____

CLASS CODE: 451

RESIDENT/CEO'S APPROVAL _____

CHECK #: _____



Staples Business Credit
PO BOX 105638
ATLANTA, GA 30348-5638

Greg Ward
Urban League of Essex County
508 Central Avenue
Newark, NJ 07107

Credit Account #
248098
Staples Account #
10175466NYC
Order #
7305081749-0-1

Purchase Details		Purchase Location	
Invoice Date	02/26/2020	Name	StaplesAdvantage.com
Budget Center	USJP	Address	PO Box 105638
Reference	GWENDOLYN MORRIS		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	155346715		Ship To
Terms	Standard	ID	NEWARK
Due Date	04/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$171.33	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
1789476	HP 62XL HYBLK/62 CLR INK 2PK	\$61.99	2.00	\$123.98
24373513	2020 DESK CALENDAR 22X17	\$5.99	2.00	\$11.98
24357848	2020 PLNR MNTHLY BLK 8X11	\$11.79	3.00	\$35.37
			Sub Total:	\$171.33
			Sales Tax:	\$0.00
			Invoice Total:	\$171.33