

ULEC CHECK REQUEST FORM

INVOICE DATE: 3/18/2020 REQUESTED BY: Alice Frazier PERIOD COVERED: 2/18/2020
PAYABLE TO: Takiya Harris 640 South 10th Street AMOUNT: \$ 50.00
Newark, NJ 07102
INVOICE # _____ BUDGET AVAILABLE: YES _____ NO _____ DUE DATE: 3/25/2020
PURPOSE: Employment stipend

COST CENTERS:	AMOUNT
222 CODING PROGRAM	_____
334 NRTC 2018	_____
335 NRTC 2019	_____
366 ANNUAL STREET FAIR	_____
368 WELLS FARGO-NEIGHBOR REV	_____
369 PSE&G	_____
452 PACE	<u>X</u>
454 PRUDENTIAL WORKFORCE	_____

COST CENTERS:	AMOUNT
460 IHOP-FDU	_____
467 WORKFORCE-UNITED AIRLINES	_____
600 ADMIN	_____
620 CFO	_____
650 FACILITIES	_____
761 ULEC GALA	_____
950 ALLOCATED EXP	_____
OTHER	_____

GL CODES:

☐ 1410 ADVANCES
☐ 7540 INSTRUCTORS/CONSULTANTS/SUBS
☐ 7560 PROFESSIONAL FEES - OTHER
☐ 7570 TEMPORARY HELP/CONTRACT
☐ 8110 SUPPLIES
☐ 8130 TELEPHONE & COMMUNICATIONS
☐ 8131 TELEPHONE MAINTENANCE CONTRACT
☐ 8132 CELL PHONE SERVICE
☐ 8140 POSTAGE & SHIPPING
☐ 8160 COMPUTER SOFTWARE & HARDWARE
☐ 8170 PRINTING & COPYING
☐ 8180 BOOKS, SUBSCRIPTIONS, REFERENCE
☐ 8190 INTERNET/WEB HOSTING FEES
☐ 8205 RENT, PARKING & OTHER OCCUPANCY
☐ 8210 UTILITIES
☐ 8211 UTILITIES WATER
☐ 8220 EQUIPMENT RENTAL, REPAIR & MAINTENANCE
☐ 8227 EQUIPMENT RENTAL
☐ 8228 POSTAGE LEASE
☐ 8230 BUILDING REPAIR & MAINTENANCE
☐ 8231 BUILDING REPAIR & MAINTENANCE - ALARM SERVICES
☐ 8233 BUILDING REPAIR & MAINTENANCE - TRASH REMOVAL
☐ 8235 BUILDING REPAIR & MAINTENANCE - EXTERMINATING

GL CODES:

☐ 8240 MAINTENANCE SUPPLIES
☐ 8310 TRANSPORTATION & PARKING
☐ 8320 MEALS
☐ 8340 AIRFARE
☐ 8350 CONFERENCE, CONVENTIONS, MEETINGS
☐ 8405 CLASSROOM MATERIALS & SUPPLIES
☐ 8410 CLASSROOM TECHNOLOGY
☐ 8415 COMMUNITY SERVICE PROJECT
☐ 8420 TUTORING
☐ 8425 EXPUNGEMENT
☐ 8430 JOB TRAINING
☐ 8435 GED & ABE CLASSES
☐ 8445 FOOD & RELATED SUPPLIES
☐ 8450 PROGRAM TRAINING
☒ 8460 STIPENDS & ASSISTANCE
☐ 8470 FOOD FOR CLASSES
☐ 8510 INTEREST EXPENSE - GENERAL
☐ 8525 SPECIAL EVENT EXPENSES
☐ 8530 MEMBERSHIP DUES - ORGANIZATIONS
☐ 8540 STAFF DEVELOPMENT/TRAINING
☐ 8560 PROCESSING FEES
☐ 8570 ADVERTISING/MARKETING EXP
☐ 8580 LICENSES & FEES

PROGRAM DIRECTOR'S APPROVAL _____

DATE: 3/18/20

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

A/P INITIAL: _____

DATE: _____

FISCAL OFFICE APPROVAL: _____

PRESIDENT/CEO'S APPROVAL _____

CLASS CODE _____

CHECK # _____

AMBASSADOR MEDICAL SERVICES
651 ROUTE 73 NORTH - 308
MARLTON, NJ 08053
856-810-0235

Invoice

DATE	INVOICE #
2/18/2020	170895

BILL TO
NEW JERSEY LABORERS UNION ATTN: MIKE CACKOWSKI 31 MOTT AVENUE MONROE, NJ 08831

P.O. NO.	TERMS	DUE DATE
	NET 30 DAYS	3/19/2020

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT
Drug /Alcohol	1	DRUG TEST TESTING PERFORMED FOR TAKIYA HARRIS ON 01/26/20 AT THE LINDEN OFFICE **PAID CASH \$50.00	50.00	50.00
VISA, MASTER CARD & AMERICAN EXPRESS ARE ACCEPTED AS PAYMENT. PAYMENT CAN BE MADE OVER THE PHONE.			Total	\$50.00

AMBASSADOR WILL ATTEMPT TO COLLECT ANY OVERDUE INVOICES AFTER
30 DAYS. ONCE WE HAVE EXHAUSTED ALL MEANS OF PAYMENT FOR
SERVICES PERFORMED ON YOUR COMPANY, WE WILL SUBMIT ALL
OUTSTANDING INVOICES TO A COLLECTION AGENCY & A 30% FEE WILL BE
ADDED. THANK YOU FOR YOUR COOPERATION!