

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

BANK OF AMERICA, NA  
55-33/212

13045

03/11/2020

PAY TO THE  
ORDER OF

Charles Love

\$

\*\*450.00

Four hundred fifty and 00/100\*\*\*\*\*

DOLLARS



Charles Love  
498 18th Avenue  
Newark, NJ 07103

PROTECTED AGAINST FRAUD



MEMO

460- Job Readiness Consultant 02/24/20 - 03/06/20

Vicar Cx/3/20

13045 0212003391 000238003973

URBAN LEAGUE OF ESSEX COUNTY

13045

03/11/2020 Charles Love

Date	Type	Reference	Original Amount	Balance Due	Payment
03/06/2020	Bill	03.06.20CL	450.00	450.00	450.00
			Check Amount		

1010 Cash:Checking 460- Job Readiness Consultant 02/24/20 - 03/06/20

450.00

URBAN LEAGUE OF ESSEX COUNTY

13045

03/11/2020 Charles Love

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PAYMENT  
RECORD

1010 Cash:Checking 460- Job Readiness Consultant 02/24/20 - 03/06/20

450.00



100811

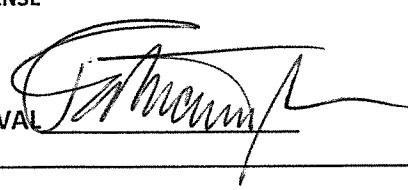


Rev 2/12

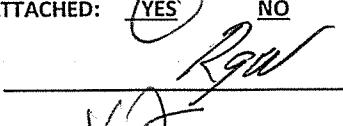
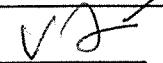
INVOICE DATE: 3/11/20 REQUESTED BY: Alice Frazier PERIOD COVERED: 2/24 - 3/6/20  
 PAYABLE TO: Charles Love AMOUNT: \$450  
 INVOICE # 03-06-202L BUDGET AVAILABLE: YES NO DUE DATE: 3/13/20  
 COMMENTS: Job Readiness - Workforce

COST CENTERS:	COST CENTERS:	COST CENTERS:	COST CENTERS:
041 SOCIAL ENTERPRISE	334 NRTC 2018	543 UNITED WAY	573 VITA TAX
111 ABBOTT	334E THRIFTWORKS-NRTC	552 ESG RENTAL ASST	580 CAPITAL ONE HOUSING
112 EHS-LEAGUERS	334F FOC NRTC	560 CAPITAL 1 SAVE UP	600 ADMIN
221 YOUTH	334H HOUSING NRTC	561 LISC-HUD FOC	610 CEO
222 DYFS - LIFE SKILLS	335 NRTC 2019	564 NUL - PRFC	620 CFO
223 OIC of America	368 WF NEIGH REVIT	564A NUL WELLS FARGO	640 DEVELOPMENT
224 RYN	339 ULEC OPPORT CORP	565 HOUSING COUNSELING	650 FACILITIES
225 AMERICORPS	451 USJP	563 FOC -CAPITAL ONE	710 ANNUAL GALA
331 NRTC 2016	X 460 IHOP - FDU	567 FOC -CHASE	760 ULEC CENTENNIAL
332 CITY HOME GRANT	467 WORKFORCE UN-AIR	570 FIN OPPT CTR-OTHER	950 ALLOCATED EXP
			369 PSEG

GL CODES:	GL CODES:
1410 ADVANCES	8310 TRANSPORTATION & PARKING
7240 EMPLOYEE BENEFITS	8320 MEALS
7520 ACCOUNTING FEES	8340 AIRFARE
X 7540 INSTRUCTORS/CONSULTANTS/SUBS	8350 CONFERENCE, CONVENTIONS, MEETINGS
7560 PROFESSIONAL FEES - OTHER	8360 FIELD TRIPS
7570 TEMPORARY HELP/CONTRACT	8405 CLASSROOM MATERIALS & SUPPLIES
8110 SUPPLIES	8410 CLASSROOM TECHNOLOGY
8132 CELL PHONE SERVICE	8415 COMMUNITY SERVICE PROJECT
8140 POSTAGE & SHIPPING	8420 TUTORING
8160 COMPUTER SOFTWARE & HARDWARE	8425 EXPUNGEMENT SERVICES
8170 PRINTING & COPYING	8430 JOB TRAINING
8180 BOOKS, SUBSCRIPTIONS, REFERENCE	8440 MENTORING
8190 INTERNET/WEB HOSTING FEES	8445 FOOD & RELATED SUPPLIES
8205 RENT, PARKING & OTHER OCCUPANCY	8450 PROGRAM TRAINING
8210 UTILITIES	8455 SUBSIDY/RENTAL ASSISTANCE
8211 UTILITIES WATER	8460 STIPENDS & ASSISTANCE
8220 EQUIPMENT RENTAL, REPAIR & MAINTENANCE	8470 FOOD FOR CLASSES
8221 COPIER LEASE	8480 BACKGROUND CHECK
8227 EQUIPMENT RENTAL	8510 INTEREST EXPENSE - GENERAL
8228 POSTAGE LEASE	8520 INSURANCE - NON EMPLOYMENT RELATED
8230 BUILDING REPAIR & MAINTENANCE	8525 SPECIAL EVENT EXPENSES
8231 BUILDING REPAIR & MAINTENANCE - ALARM SERVICES	8530 MEMBERSHIP DUES - ORGANIZATIONS
8233 BUILDING REPAIR & MAINTENANCE - TRASH REMOVAL	8540 STAFF DEVELOPMENT/TRAINING
8235 8233 BUILDING REPAIR & MAINTENANCE - EXTERMINATING	8550 BANK FEES
8236 PERMITS	8560 PROCESSING FEES
8240 MAINTENANCE SUPPLIES	8565 FINES & PENALTIES
8250 MORTGAGE INTEREST EXPENSE	8570 ADVERTISING/MARKETING EXP
8260 PROPERTY INSURANCE	8580 LICENSES & FEES
8265 PROPERTY TAX	8595 COMMUNITY OUTREACH

PROGRAM DIRECTOR'S APPROVAL  ENTEREDDATE: 3/11/20

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO A/P INITIAL: Am DATE: 3/11/20FISCAL OFFICE APPROVAL: CLASS CODE: 460PRESIDENT/CEO'S APPROVAL: 

CHECK #: \_\_\_\_\_



**Urban League of  
Essex County**

*Empowering Communities.  
Changing Lives.*

### Consultant Reimbursement Form:

Name: Charles Love

Address: 498 18<sup>th</sup> Avenue City: Newark State: NJ Zip: 07103

Phone (C): 347-792-3177 Email: middlegenerationsystems@gmail.com

Re: Reimbursement Month February/March Year: 2020

Number of Billable Hours						
Week of (Dates)	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
2/24/20 – 2/28/20	3	3	3	3	3	15
3/2/20 – 3/6/20	3	3	3	3	3	15
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>30</b>

Base Pay @ 30 hrs  
15h 30 Hours

*Note: Hours should not exceed 25 hours per week*


Total Reimbursement \$450

**Signature**

*Charles F. Love*

**Date**

3/6/2020

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
- Please complete the above and return to:  
VP, Workforce Development and Financial Opportunity Center



Urban League of  
Essex County

### Weekly Activities Log (2/24/20 – 3/6/20)

First Name: Charles      Last Name: Love

Date	Activity	Comment
2/24/2020	Job Preparation, Labor Market & Job Opportunities (The World of Work) Training Activities	
2/25/2020	Do's and Don'ts of Resume, and Cover Letter (Resume Templates)	
2/26/2020	Job Search (Onet-Online) Online Applications Training Activities (The Right Job for You)	
2/27/2020	Mock Interviews (Training Activities) Soft Skills in The Workplace	
2/28/2020	Techniques & Mock Interviews (Dress for Success) Workplace Appropriation	
3/2/2020	Job Preparation, Labor Market & Job Opportunities (The World of Work) Training Activities	
3/3/2020	Do's and Don'ts of Resume, and Cover Letter (Resume Templates)	
3/4/2020	Job Search (Onet-Online) Online Applications Training Activities (The Right Job for You)	
3/5/2020	Mock Interviews (Training Activities) Soft Skills in The Workplace	
3/6/2020	Techniques & Mock Interviews (Dress for Success) Workplace Appropriation	