

ULEC CHECK REQUEST FORM

INVOICE DATE: 3/24/2020 PREPARED BY: Alice Frazier PERIOD COVERED: 03/16-03/20
 PAYABLE TO: Anthony Clark AMOUNT: \$ 900.00
 INVOICE # _____ BUDGET AVAILABLE: YES _____ NO: _____ DUE DATE: 3/26/2020

COMMENTS: _____

COST CENTERS:	AMOUNT
111 ABBOTT	_____
111F FOOD PROGRAM	_____
112 EHS-LEAGUERS	_____
114 SUMMER CAMP	_____
222 DCF- CODING	_____
223 OICA	_____
225 AMERICORPS	_____
467 WORKFORCE-UA	_____ X

COST CENTERS:	AMOUNT
460 IHOP-FDU	_____
368 WELLSFARGO-NR	_____
600 ADMIN	_____
620 CFO	_____
650 FACILITIES	_____
760 ULEC GALA	_____
910 STREET FAIR	_____
950 ALLOCATED EXP	_____

GL CODES:

_____ 1410 ADVANCES
 _____ 7240 EMPLOYEE BENEFITS
 X 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
 _____ 8221 COPIER LEASE
 _____ 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
 _____ 8260 PROPERTY INSURANCE
 _____ 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
 _____ 8520 INSURANCE - NON EMPLOYMENT RELATED
 _____ 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: 3/24/20

FINANCE APPROVAL PROCESS:

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

FISCAL OFFICE APPROVAL: _____

PRESIDENT/CEO'S APPROVAL _____

CLASS CODE _____

CHECK # _____



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 March Year: 2020

Number of Billable Hours						
Week of (Dates)	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
March 16 th – 20 th	5.5	6	6	7	5.5	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 Anthony Clark Date 3/20/2020

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

Empowering Communities.
Changing Lives.

Job Developer Log Detailed Weekly Activities

Date	Activity*	Comment
March 16 th 9:30am-3pm	Follow up with Eric Ballinski from American Architectural Window & Door regarding the job descriptions and other openings. Meeting with AF, TH and KW regarding our contingency plan for ULEC. Worked on Job Ready Check list document from the internet sample. Follow up with a call to Anthony Bygrave regarding a job lead and to find out his job situation at the Paper Company.	Please follow up with USJP participant William Henderson and William Wright regarding their interviews
March 17 th 9:30am -3:30pm	Follow up with CVS recruiter Michael regarding the latest job leads at various location for our USJP' and FOC's participants. Sent out an email to USJP's coordinator regarding said openings. Called Patti from MakeIT regarding our partnership with the company as it relates to their intake process. Follow up with CN in SF on the activities from last week.	
March 18 th 9am-3:00pm	Meeting with Gwen Morris regarding the USJP list of those who completed the SORA license. Spoke with Michael from CVS regarding the email of leads he sent me. Forward the CVS job leads to our USJP's participants and our FOC's.	Follow up with USJP participant Andrew Taylor on his job search and feedback from the interview.
March 19 th 9-4pm	Spoke with Eric from American Architectural Window & Door as he wanted to try to coordinate how we can provide potential candidates for his company, also we discussed the possibility of having some interview via FT depending on their experience and knowledge of the industry. Forwarded out a job leads to the USJP's and FOC from Meghan M. Hunscher, Chamber of Commerce of Morristown regarding Covid -19 testing	Follow with Carol Battisti from Adecco regarding her comment on the fair for our ULEC – USJP's.

	associates. Contacted Ms. Hunscher's to find out if the hiring will be on going and she suggested I contact Ms Carver.	
March 20 th 9am-2:30pm	Follow up with an email to USJP participant William Ribardo and Irene regarding his interence in the job opportunity I sent out on Thursday. Meeting/Conference call with our Workforce Development team regarding our strategy going forward for the nest 2 weeks. Follow up on BD reports updates and entries	

*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.