

**CHECK REQUEST FORM**  
**451 URBAN SENIORS JOB PROGRAM (USJP)**

INVOICE DATE: 01/29/20 REQUESTED BY: Gwen Morris PERIOD COVERED: \_\_\_\_\_

PAYABLE TO: Staples AMOUNT: \$465.27

DESCRIPTION: Supplies for all 3 Counties

GL CODES:

\_\_\_\_ 7222 SALARIES & WAGES  
\_\_\_\_ 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 Gwen Morris DATE: 1/29/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

FISCAL OFFICE APPROVAL \_\_\_\_\_

PRESIDENT/CEO'S APPROVAL \_\_\_\_\_

VERIFIABLE INITIAL: PM

DATE: 1/29/20

CLASS CODE: \_\_\_\_\_

CHECK #: 12933

**PAID** ☐ CASH  
☐ CHECK  
☐ CREDIT

**Staples** 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 #**  
 73033329877-0-1

| Purchase Details |                  | Purchase Location |                                         |
|------------------|------------------|-------------------|-----------------------------------------|
| Invoice Date     | 01/03/2020       | Name              | StaplesAdvantage.com                    |
| Budget Center    | USJP             | Address           | PO Box 105638                           |
| Reference        | GWENDOLYN MORRIS |                   | Atlanta, GA 30348-5638                  |
| Type             | Sale             | Phone             | (877) 457-6424                          |
| Authorization #  | 146600348        | ID                | NEWARK                                  |
| Terms            | Standard         |                   |                                         |
| Due Date         | 02/20/2020       | Name              | URBAN LEAGUE OF ESSEX COUNTY            |
| Amount Due       | \$465.27         | Address           | 508 CENTRAL AVE<br>NEWARK, NJ 071071430 |

| SKU      | Description                    | \$/Unit  | Units | Total    |
|----------|--------------------------------|----------|-------|----------|
| 614617   | FLDR CLASS 100% RCYCL LTR RED  | \$41.77  | 3.00  | \$125.31 |
| 1611434  | HP 63 BLK/TRI-COLOR INK 2PK    | \$45.99  | 3.00  | \$137.97 |
| 875429   | SPLS 3TAB FLDR LTR ASST 100    | \$15.69  | 3.00  | \$47.07  |
| 163485   | STPLS PAD STENO GREGG GRN 12CT | \$21.89  | 1.00  | \$21.89  |
| 201350   | STAPLES 1SUB 8X10.5 WIDE 6PK   | \$14.49  | 4.00  | \$57.96  |
| 895428   | FLDR 2 POCKET UNLAMINATE       | \$0.00   | 0.00  | \$0.00   |
| 24373513 | 2020 DESK CALENDAR 22X17       | \$4.99   | 11.00 | \$54.89  |
| 905481   | 2 POCKET LAM PORT RED 10 PK    | \$17.29  | 2.00  | \$34.58  |
|          | Adjustment                     | -\$14.40 | 1.00  | -\$14.40 |

**Sub Total:** \$465.27  
**Sales Tax:** \$0.00  
**Invoice Total:** \$465.27

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

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

Bank of America  
ACH R/T 021200339

12933  
55/32/12 NJ  
356  
01/30/2020

PAY TO THE ORDER OF Staples Advantage \$ \*\*2,017.25

Two thousand seventeen and 25/100 \*\*\*\*\* DOLLARS

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

MEMO 950 - Office Supplies

⑈012933⑈ ⑆021200339⑆ 000238003973⑈

*Via Cash*  
AUTHORIZED SIGNATURE

URBAN LEAGUE OF ESSEX CTY 01/30/2020 GENERAL OPERATING ACCT 12933  
Staples Advantage

| Date         | Type | Reference      | Original Amount | Balance Due | Payment  |
|--------------|------|----------------|-----------------|-------------|----------|
| 01/03/2020   | Bill | 7303322047-0-1 | 231.86          | 231.86      | 231.86   |
| 01/03/2020   | Bill | 7303322389-0-1 | 40.29           | 40.29       | 40.29    |
| 01/03/2020   | Bill | 7303361764-0-1 | 299.00          | 299.00      | 299.00   |
| 01/09/2020   | Bill | 7303599596-0-1 | 204.07          | 204.07      | 204.07   |
| 01/14/2020   | Bill | 7303780750-0-1 | 555.38          | 555.38      | 555.38   |
| 01/21/2020   | Bill | 7303780750-0-2 | 10.18           | 10.18       | 10.18    |
| 01/08/2020   | Bill | 7303600436-0-1 | 18.89           | 18.89       | 18.89    |
| 01/03/2020   | Bill | 7303329877-0-1 | 465.27          | 465.27      | 465.27   |
| 01/09/2020   | Bill | 7303624830-0-1 | 174.72          | 174.72      | 174.72   |
| 01/09/2020   | Bill | 7303624830-0-2 | 17.59           | 17.59       | 17.59    |
| Check Amount |      |                |                 |             | 2,017.25 |

1010 Cash:Checking 950 - Office Supplies 2,017.25

URBAN LEAGUE OF ESSEX CTY 01/30/2020 GENERAL OPERATING ACCT 12933  
Staples Advantage

| Date         | Type | Reference      | Original Amount | Balance Due | Payment  |
|--------------|------|----------------|-----------------|-------------|----------|
| 01/03/2020   | Bill | 7303322047-0-1 | 231.86          | 231.86      | 231.86   |
| 01/03/2020   | Bill | 7303322389-0-1 | 40.29           | 40.29       | 40.29    |
| 01/03/2020   | Bill | 7303361764-0-1 | 299.00          | 299.00      | 299.00   |
| 01/09/2020   | Bill | 7303599596-0-1 | 204.07          | 204.07      | 204.07   |
| 01/14/2020   | Bill | 7303780750-0-1 | 555.38          | 555.38      | 555.38   |
| 01/21/2020   | Bill | 7303780750-0-2 | 10.18           | 10.18       | 10.18    |
| 01/08/2020   | Bill | 7303600436-0-1 | 18.89           | 18.89       | 18.89    |
| 01/03/2020   | Bill | 7303329877-0-1 | 465.27          | 465.27      | 465.27   |
| 01/09/2020   | Bill | 7303624830-0-1 | 174.72          | 174.72      | 174.72   |
| 01/09/2020   | Bill | 7303624830-0-2 | 17.59           | 17.59       | 17.59    |
| Check Amount |      |                |                 |             | 2,017.25 |

1010 Cash:Checking 950 - Office Supplies 2,017.25

# ULEC CHECK REQUEST FORM

STATEMENT DATE: 1/25/2020 PREPARED BY: Roger Rucks DUE DATE: 2/20/2020

PAYABLE TO: STAPLES ADVANTAGE AMOUNT: \$2,017.25

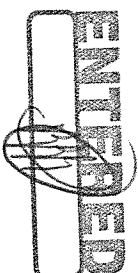
BUDGET AVAILABLE: YES NO:

COMMENTS: OFFICE SUPPLIES

| COST CENTERS: |                      | COST CENTERS: |                   | OTHER |  |
|---------------|----------------------|---------------|-------------------|-------|--|
| \$565.56      | 111 ABBOTT           |               | 561 LISC-HUD FOC  |       |  |
|               | 112.1 TODDLERS       |               | 565 WELLS F FOC   |       |  |
| \$465.27      | 451 USIP             |               | 600 ADMIN         |       |  |
|               | 467 WORKFORCE UN-AIR |               |                   |       |  |
| \$192.31      | 502 ESG RENTAL ASST  | \$794.11      | 950 ALLOCATED EXP |       |  |

| ORDER #S        | AMOUNT DESCRIPTION |          |
|-----------------|--------------------|----------|
| 73033229877-0-1 | 451 USIP           | \$465.27 |
| 7303780750-0-1  | 111 Abbott         | \$555.38 |
| 7303780750-0-2  | 111 Abbott         | \$10.18  |
| 7303322047-01-1 | 950-Allocated      | \$231.86 |
| 7303322389-0-1  | 950-Allocated      | \$40.29  |
| 7303361764-0-1  | 950-Allocated      | \$299.00 |
| 7303600436-0-1  | 950-Allocated      | \$18.89  |
| 7303599596-0-1  | 950-Allocated      | \$204.07 |
| 7303624830-0-1  | 502 Housing        | \$174.72 |
| 7303624830-0-2  | 502 Housing        | \$17.59  |

\$2,017.25



**SCANNED**

## 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
- ☐ 8410 CLASSROOM TECHNOLOGY
- ☐ 8415 COMMUNITY SERVICE PROJECT

DIRECTOR'S APPROVAL [Signature]

DATE: \_\_\_\_\_

## FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

A/P INITIAL: [Signature]

DATE: 1/29/20

FISCAL OFFICE APPROVAL: [Signature]

PRESIDENT/CEO'S APPROVAL: [Signature]

CLASS CODE various

CHECK # 18933