

ULEC CHECK REQUEST FORM

INVOICE DATE: 3/23/2020 PREPARED BY: Heather Wilson PERIOD COVERED: March 2020

PAYABLE TO: Community Food Bank of NJ AMOUNT: 827.81

INVOICE # P.O# 03734397 BUDGET AVAILABLE: YES NO: DUE DATE: 3/25/2020

COMMENTS: COVID-19 Food Distributions - Need check by 10AM 3/25/2020
for food pick up

COST CENTERS:	AMOUNT	COST CENTERS:	AMOUNT
111 ABBOTT		168 WELLSFARGO-NR	
111F FOOD PROGRAM		600 ADMIN	
112 EHS-LEAGUERS		610 CEO	
114 SUMMER CAMP		620 CFO	
122 DCF- CODING		650 FACILITIES	
123 OICA		760 ULEC GALA	
125 AMERICORPS		910 STREET FAIR	
167C IHOP-FDU		950 ALLOCATED EXP	

GL CODES:

- 1410 ADVANCES
- 7240 EMPLOYEE BENEFITS
- 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 Wilson

DATE: 3/23/2020

FINANCE APPROVAL PROCESS:

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

FISCAL OFFICE APPROVAL: _____

PRESIDENT/CEO'S APPROVAL: _____ CLASS CODE: _____

CHECK #: _____

Community FoodBank of NJ
31 Evans Terminal Road
Hillside, NJ 07205-2400

AGENCY ORDER

Agency Order Number: 511191

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To: **Ship**

Urban League of Essex County
504 Central Ave.
508 Central Ave. Newark NJ 07107
Newark, NJ 07107

To: Urban League of Essex County
Heather Wilson
504 Central Ave.
508 Central Ave. Newark NJ 07107
Newark, NJ 07107

Ship Via Pickup P.O. Number PO3734397
Shipment Date 3/25/2020 Agency ID A2496-03

Item No.	Description	Unit	Requested Quantity	Order Quantity	Total Lbs.	Unit Fee	Total Fee
D10778	Lids: Cold Cup, Flat, Slotted oz	Case	2	2	24		
D09027	Lids: Cup, 16 oz	Case	2	2	28	1.12	2.24
D08985	Pasta: Macaroni, Spinach	Case	5	5	80	2.56	12.80
D03745	Sauce: Chili Cheese, Yellow Hot	Case	10	10	120		
D10964	Snack: Nut Clusters, Salted	Case	10	10	30		
D10963	Snack: Popped Water Lily Seeds, White Cheddar (U)	Case	10	10	20		
D07594	Water: Purified (U)	Case	6		0		
D10958	Water: Sparkling, Cranberry (K)	Case	6	6	60		
D10582	Tissue: Toilet, Jumbo Rolls	Case	5	5	85	3.06	15.30
D10544	Protein: Chili Beans in Chili Sauce	Case	5	5	50	1.60	8.00
P00186	COOP Oranges, Mandarin	Case	5	5	100	14.78	73.89
P00904	COOP Pineapples in Pear Juice (Cups)	Case	5	5	110	25.40	127.02
P00021	COOP Macaroni & Cheese	Case	5	5	65	8.33	41.67
P00067	COOP Bags, Grocery, Plastic	Case	1	1	19		
P00932	COOP Corn, Whole Kernel, No (U)	Case	5	5	135	13.04	65.22
P00918	COOP Gravy, Beef (canned)	Case	5	5	85	18.50	92.52

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Shipment Date	3/25/2020	Agency ID	A2496-03

Item No.	Description	Unit	Requested Quantity	Order Quantity	Total Lbs.	Unit Fee	Total Fee
P00016	COOP Mixed Vegetables (K)	Case	5	5	130	14.63	73.14
P00917	COOP Pancake Mix, Buttermilk	Case	4	4	80	14.89	59.57
P00584	COOP Rice,Yellow (S)	Case	2		0		
P00877	COOP Salmon, Pink, Canned	Case	4	4	40	39.00	156.00
P00916	COOP Stuffing, Chicken	Case	3	3	24	14.86	44.57
P00872	COOP Syrup, Pancake (Lite)	Case	4	4	108	13.97	55.87
D10866	Fruit Snacks: Fruit Flavored	Case	6	6	30		

Total of Items:	827.81
Grant Allocations:	0.00

Total Order Weight: 1423

Order Total: 827.81