

ULEC CHECK REQUEST FORM

INVOICE DATE: 3/24/2020 REQUESTED BY PATRICIA MISE PERIOD: 03/12/20 - 03/24/20

PAYABLE TO: PATRICIA MISE AMOUNT: \$ 2,450.00

INVOICE # 20200302 BUDGET AVAILABLE: YES NO: DUE DATE: 3/27/2020

COMMENTS: _____

COST CENTER:

X 950 ALLOCATED EXP

GL CODES:

☐ 1420 PREPAID EXPENSES
☐ 7510 FUNDRAISING FEES
☒ 7520 ACCOUNTING FEES
☐ 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
☐ 8133 VERIZON
☐ 8134 OPTIMUM
☐ 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

GL CODES:

☐ 8250 MORTGAGE INTEREST EXPENSE
☐ 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
☐ 8430 JOB TRAINING
☐ 8435 GED & ABE CLASSES
☐ 8440 MENTORING
☐ 8445 FOOD & RELATED SUPPLIES
☐ 8450 PROGRAM TRAINING
☐ 8455 SUBSIDY/RENTAL ASSISTANCE
☐ 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

PROGRAM DIRECTOR'S APPROVAL _____ DATE: _____

FINANCE APPROVAL PROCESS:

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

FISCAL OFFICE APPROVAL: _____ CLASS CODE 950

PRESIDENT/CEO'S APPROVAL _____ CHECK # _____

Invoice Date 3/24/2020
Invoice Number 20200302

Finance Department
Urban League of Essex County
508 Central Avenue
Newark, NJ 07107
(973)-624-9535

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