

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 03/13/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 3/09/20 - 3/13/20
PAYABLE TO: Anthony Clark AMOUNT: \$900.00 INVOICE #: 03.13.20AC
COMMENTS: Consultant Services for USJP participants for job opportunities

GL CODES:

☐ 7112.1 USJP Manual Checks
☐ 7120 FRINGE BENEFITS - INCLUDING FICA
☒ 7540 INSTRUCTORS/CONSULTANTS/SUBS
☐ 7550 INTERNSHIPS & OJT
☐ 7560 PROFESSIONAL FEES - OTHER
☐ 7570 TEMPORARY HELP/CONTRACT
☐ 7580 DONATED PROFESSIONAL SERVICES
☐ 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

PROGRAM DIRECTOR'S APPROVAL Gwen Morris GM

DATE: 3/25/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: _____

DATE: _____

FISCAL OFFICE APPROVAL _____

CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL _____

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 9 th – 13 th	6.5	5	7	5.5	6	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):

- Job Development Spreadsheet** – Job development, participant referrals, & Activity Log for period above)
- 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 9th am – 3:30pm	Spoke with USJP participant William Ricardo regarding the training at the Newark office with CL Met with GM regarding the upcoming job ready USJP and the ones who are completing their SORA licenses. Spoke with McGriffin regarding the job training with the one stop you wanted to take at the one stop. Follow up with Michael Minor from PUED regarding the job leads with his Newark office for the USJP's participants.	
March 10th 9am- 1:00 4:30-5:30pm	Follow up with data input into SF. Spoke with Patti from MakeIt and she stated that they are expected to have a new group of new hires in two weeks. Contacted Naji Jones from Staples regarding the email they are looking for candidates for the Inventory Specialist for the West Orange store. Sent to our USJP's and FOC's	
March 11th 9:00am- 4:00pm	Follow up with USJP's participant Mary Tanner regarding her job interview last week. Meeting with G.Morris regarding the upcoming meeting with the Morristown on 3/26. Contacted Mr. Muhammad from the Newark Paper Warehouse company regarding Anthony Bygrave concerns. Spoke with Celeste from Architectural Window regarding the upcoming job fair and to ascertain the various job description. Met with Irene, Coordinator of the USJP in Paterson regarding the job ready USJPs and when will we get a new batch of participants referral. Contacted Joi Anderson regarding her emailed she sent last week. Meeting with Alice Stokes at here Bergen Street office.	Follow up with Alecia from Exothermic
March 12th 9:00am – 12:30pm 4pm-6	Follow up with a call to Michele Turner from Santander regarding the teller positions at the Morristown and Paterson offices/branches. Contact Eric from Architectural Window regarding the job fair. Follow up with emails and calls to participants who were contacted to go to the job fair on Saturday.	Contact Cowboy on those applications pending and send the new batch.

March 13th 9:00am – 3:00	Follow up with emails to the participants regarding the job fair cancellation. Send out the job leads to Irene and Ms. Johnson. Data input into SF, with CN from last week and this week activities.	

*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.