

URBAN LEAGUE OF ESSEX CTY  
01/16/2020

GENERAL OPERATING ACCT  
American Paper Towel Co. LLC

12909

Date	Type	Reference	Original Amount	Balance Due	Payment
01/09/2020	Bill	J1230150	851.87	851.87	851.87
			Check Amount		851.87

1010 Cash:Checking 950 - Maintenance Supplies Acct# 505118 851.87

# ULEC CHECK REQUEST FORM

INVOICE DATE: 01/9/2020 REQUESTED BY: Carmen Martinez PERIOD COVERED: 1/1/2020

PAYABLE TO: AMERICAN PAPER AMOUNT: \$ 851.87

INVOICE #: J1230150 BUDGET AVAILABLE: YES NO DUE DATE: 01/31/2020

COMMENTS: Maintenance Supplies

<b>COST CENTERS:</b>	<b>COST CENTERS:</b>	<b>COST CENTERS:</b>	<b>COST CENTERS:</b>
041 SOCIAL ENTERPRISE	334 NRTC 2018	543 UNITED WAY	573 VITA TAX
111 ABBOTT	334E THRIFTWORKS-NI	552 ESG RENTAL ASST	580 CAPITAL ONE HOUSING
112 EHS-LEAGUERS	334F FOC NRTC	560 CAPITAL 1 SAVE UP	600 ADMIN
221 YOUTH	334H HOUSING NRTC	561 LISC-HUD FOC	610 CEO
222 DYFS - LIFE SKILLS	335 NRTC 2019	564 NUL - PRFC	620 CFO
223 OIC of America	368 WF NEIGH REVIT	564A NUL WELLS FARGO	640 DEVELOPMENT
224 RYN	339 ULEC OPPORT COR	565 HOUSING COUNSELING	650 FACILITIES
225 AMERICORPS	451 USJP	563 FOC -CAPITAL ONE	710 ANNUAL GALA
331 NRTC 2016	460 IHOP - FDU	567 FOC -CHASE	760 ULEC CENTENNIAL
332 CITY HOME GRANT	467 WORKFORCE UN-A	570 FIN OPPT CTR-OTHER	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
- X 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

**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

PROGRAM DIRECTOR'S APPROVAL \_\_\_\_\_

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

**ENTERED**

## FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED:	<input checked="" type="radio"/> YES <input type="radio"/> NO	A/P INITIAL: <u>AM</u>	DATE: <u>1/12/20</u>
FISCAL OFFICE APPROVAL:	<u>Rgw</u>		
PRESIDENT/CEO'S APPROVAL			
	CLASS CODE	<u>950</u>	
	CHECK #	<u>12909</u>	

**AMERICAN****PAPER & SUPPLY COMPANY**

an American Paper Towel Company

P.O. BOX 346 PHONE: 201-939-4200  
CARLSTADT, NJ 07072 FAX: 201-939-8668**INVOICE**

NUMBER	DATE	PAGE
J1230150	01-09-2020	1

**S** 505118  
**O** URBAN LEAGUE OF ESSEX COUNTY  
**L** 508 CENTRAL AVE  
**D** NEWARK NJ 07103  
**T**  
**O**

**S** 504  
**H** URBAN LEAGUE OF ESSEX COUNTY  
**I** 504 CENTRAL AVENUE  
**P** NEWARK, NJ 07103  
**T**  
**O**

CUSTOMER PO #		ORDER DATE		SALESPERSON		TERMS		TAX CODE	
Preschool504		01-08-2020		KARL SCHAFER (APTCO)		NET 30		NOTAX	
ORDER #		WAREHOUSE	SHIP DATE	FREIGHT		SHIP VIA			
ORDERED	SHIPPED	B/O	ITEM	DESCRIPTION		PRICE	PER	EXTENSION	EXT TAX
1	1	0	L210616	R/M Q426 24" Dust Pad w/fringe 6/pk		128.00	CS	128.00	0.00
			Ship Via:						
1	1	0	L210061	Clorox Disinfecting Wipes Fresh Scent (6x75) CLO 15949		34.23	CS	34.23	0.00
			Ship Via:						
2	2	0	K024656	Plastic Fork Medium 1000/cs		7.97	CS	15.94	0.00
			Ship Via:						
1	1	0	L100331	Medium Super Loop Mophead White UNS 502WH / 01010		50.28	CS	50.28	0.00
			Ship Via:						
1	1	0	K010415	12" X 2000' Plastic Film BWK7202		19.46	EA	19.46	0.00
			Ship Via:						
1	1	0	K023103	2433 Liner (6) Black - Rolls (1000/cs) 12-16 Gal		14.85	CS	14.85	0.00
			Ship Via:						
3	3	0	N000121	Inopak Foaming Soap 6x1000ml Antibacterial 5063-FL1000		45.91	CS	137.73	0.00
			Ship Via:						
1	1	0	K011322	Ultra Clorox Germicidal Bleach (3x121oz) CLO 30966		17.32	CS	17.32	0.00
			Ship Via:						
1	1	0	L000216	Eureka 679 Lightweight Vacuum ✓		166.00	EA	166.00	0.00
			Ship Via: General: SN# 1907011584						
MERCANDISE			ADD ON CHARGES		TAX		TOTAL DUE		

Invoice continued on next page...

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CUSTOMER PO #		ORDER DATE		SALESPERSON		TERMS		TAX CODE	
Preschool504		01-08-2020		KARL SCHAFER (APTCO)		NET 30		NOTAX	
ORDER #		WAREHOUSE	SHIP DATE	FREIGHT		SHIP VIA			
ORDERED	SHIPPED	B/O	ITEM	DESCRIPTION		PRICE	PER	EXTENSION	EXT TAX
2	2	0	K012156	KC 91072 Continuous Air -Ocean Air Freshner, 6/cs		69.78	CS	139.56	0.00
			Ship Via:						
1	1	0	K015537	KC 21340 Facial Tissue 30 Boxes x 100 Sheets		40.71	CS	40.71	0.00
			Ship Via:						
1	1	0	L31711	Clorox Odor Defense Aerosol Clean Air (12x14oz) CLO31711		54.00	CS	54.00	0.00
			Ship Via:						
1	1	0	K010412	Aluminum Foil 12 X 1000' GEN7112		33.79	EA	33.79	0.00
			Ship Via:						
***** ORDER IS COMPLETE *****									
MERCHANDISE	851.87		ADD ON CHARGES	0.00	TAX	0.00	TOTAL DUE		851.87