

URBAN LEAGUE OF ESSEX COUNTY

ULEC GENERAL OPERATING ACCT

508 CENTRAL AVE.  
NEWARK, NJ 07107-1430

BANK OF AMERICA, NA  
55-33/212

13045

03/11/2020

PAY TO THE  
ORDER OF

Charles Love

\$

\*\*450.00

Four hundred fifty and 00/100

DOLLARS

PROTECTED AGAINST FRAUD

Charles Love  
498 18th Avenue  
Newark, NJ 07103

MEMO

460- Job Readiness Consultant 02/24/20 - 03/06/20

⑈013045⑈ ⑈021200339⑈ 000238003973⑈

URBAN LEAGUE OF ESSEX COUNTY

03/11/2020

Charles Love

13045

Date

03/06/2020

Type

Bill

Reference

03.06.20CL

Original Amount

450.00

Balance Due

450.00

Payment

450.00

450.00

Check Amount

1010 Cash:Checking 460- Job Readiness Consultant 02/24/20 - 03/06/20

450.00

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PAYMENT  
RECORD

1010 Cash:Checking 460- Job Readiness Consultant 02/24/20 - 03/06/20

450.00



100811

Rev 2/14

INVOICE DATE: 3/11/20 REQUESTED BY: Alice Frazier PERIOD COVERED: 2/24 - 3/6/20  
 PAYABLE TO: Charles Love AMOUNT: \$450  
 INVOICE # 03.06.2020 BUDGET AVAILABLE: YES NO: NO DUE DATE: 3/13/20  
 COMMENTS: Job Readiness - Workforce

<b>COST CENTERS:</b>	<b>COST CENTERS:</b>	<b>COST CENTERS:</b>	<b>COST CENTERS:</b>
<input type="checkbox"/> 041 SOCIAL ENTERPRISE	<input type="checkbox"/> 334 NRTC 2018	<input type="checkbox"/> 543 UNITED WAY	<input type="checkbox"/> 573 VITA TAX
<input type="checkbox"/> 111 ABBOTT	<input type="checkbox"/> 334E THRIFTWORKS-NRTC	<input type="checkbox"/> 552 ESG RENTAL ASST	<input type="checkbox"/> 580 CAPITAL ONE HOUSING
<input type="checkbox"/> 112 EHS-LEAGUERS	<input type="checkbox"/> 334F FOC NRTC	<input type="checkbox"/> 560 CAPITAL 1 SAVE UP	<input type="checkbox"/> 600 ADMIN
<input type="checkbox"/> 221 YOUTH	<input type="checkbox"/> 334H HOUSING NRTC	<input type="checkbox"/> 561 LISC-HUD FOC	<input type="checkbox"/> 610 CEO
<input type="checkbox"/> 222 DYFS - LIFE SKILLS	<input type="checkbox"/> 335 NRTC 2019	<input type="checkbox"/> 564 NUL - PRFC	<input type="checkbox"/> 620 CFO
<input type="checkbox"/> 223 OIC of America	<input type="checkbox"/> 368 WF NEIGH REVIT	<input type="checkbox"/> 564A NUL WELLS FARGO	<input type="checkbox"/> 640 DEVELOPMENT
<input type="checkbox"/> 224 RYN	<input type="checkbox"/> 339 ULEC OPPORT CORP	<input type="checkbox"/> 565 HOUSING COUNSELING	<input type="checkbox"/> 650 FACILITIES
<input type="checkbox"/> 225 AMERICORPS	<input type="checkbox"/> 451 USJP	<input type="checkbox"/> 563 FOC-CAPITAL ONE	<input type="checkbox"/> 710 ANNUAL GALA
<input type="checkbox"/> 331 NRTC 2016	<input checked="" type="checkbox"/> 460 IHOP - FDU	<input type="checkbox"/> 567 FOC-CHASE	<input type="checkbox"/> 760 ULEC CENTENNIAL
<input type="checkbox"/> 332 CITY HOME GRANT	<input type="checkbox"/> 467 WORKFORCE UN-AIR	<input type="checkbox"/> 570 FIN OPPT CTR-OTHER	<input type="checkbox"/> 950 ALLOCATED EXP
			<input type="checkbox"/> 369 PSEG

<b>GL CODES:</b>	<b>GL CODES:</b>
<input type="checkbox"/> 1410 ADVANCES	<input type="checkbox"/> 8310 TRANSPORTATION & PARKING
<input type="checkbox"/> 7240 EMPLOYEE BENEFITS	<input type="checkbox"/> 8320 MEALS
<input type="checkbox"/> 7520 ACCOUNTING FEES	<input type="checkbox"/> 8340 AIRFARE
<input checked="" type="checkbox"/> 7540 INSTRUCTORS/CONSULTANTS/SUBS	<input type="checkbox"/> 8350 CONFERENCE, CONVENTIONS, MEETINGS
<input type="checkbox"/> 7560 PROFESSIONAL FEES - OTHER	<input type="checkbox"/> 8360 FIELD TRIPS
<input type="checkbox"/> 7570 TEMPORARY HELP/CONTRACT	<input type="checkbox"/> 8405 CLASSROOM MATERIALS & SUPPLIES
<input type="checkbox"/> 8110 SUPPLIES	<input type="checkbox"/> 8410 CLASSROOM TECHNOLOGY
<input type="checkbox"/> 8132 CELL PHONE SERVICE	<input type="checkbox"/> 8415 COMMUNITY SERVICE PROJECT
<input type="checkbox"/> 8140 POSTAGE & SHIPPING	<input type="checkbox"/> 8420 TUTORING
<input type="checkbox"/> 8160 COMPUTER SOFTWARE & HARDWARE	<input type="checkbox"/> 8425 EXPUNGEMENT SERVICES
<input type="checkbox"/> 8170 PRINTING & COPYING	<input type="checkbox"/> 8430 JOB TRAINING
<input type="checkbox"/> 8180 BOOKS, SUBSCRIPTIONS, REFERENCE	<input type="checkbox"/> 8440 MENTORING
<input type="checkbox"/> 8190 INTERNET/WEB HOSTING FEES	<input type="checkbox"/> 8445 FOOD & RELATED SUPPLIES
<input type="checkbox"/> 8205 RENT, PARKING & OTHER OCCUPANCY	<input type="checkbox"/> 8450 PROGRAM TRAINING
<input type="checkbox"/> 8210 UTILITIES	<input type="checkbox"/> 8455 SUBSIDY/RENTAL ASSISTANCE
<input type="checkbox"/> 8211 UTILITIES WATER	<input type="checkbox"/> 8460 STIPENDS & ASSISTANCE
<input type="checkbox"/> 8220 EQUIPMENT RENTAL, REPAIR & MAINTENANCE	<input type="checkbox"/> 8470 FOOD FOR CLASSES
<input type="checkbox"/> 8221 COPIER LEASE	<input type="checkbox"/> 8480 BACKGROUND CHECK
<input type="checkbox"/> 8227 EQUIPMENT RENTAL	<input type="checkbox"/> 8510 INTEREST EXPENSE - GENERAL
<input type="checkbox"/> 8228 POSTAGE LEASE	<input type="checkbox"/> 8520 INSURANCE - NON EMPLOYMENT RELATED
<input type="checkbox"/> 8230 BUILDING REPAIR & MAINTENANCE	<input type="checkbox"/> 8525 SPECIAL EVENT EXPENSES
<input type="checkbox"/> 8231 BUILDING REPAIR & MAINTENANCE - ALARM SERVICES	<input type="checkbox"/> 8530 MEMBERSHIP DUES - ORGANIZATIONS
<input type="checkbox"/> 8233 BUILDING REPAIR & MAINTENANCE - TRASH REMOVAL	<input type="checkbox"/> 8540 STAFF DEVELOPMENT/TRAINING
<input type="checkbox"/> 8235 8233 BUILDING REPAIR & MAINTENANCE - EXTERMINATING	<input type="checkbox"/> 8550 BANK FEES
<input type="checkbox"/> 8236 PERMITS	<input type="checkbox"/> 8560 PROCESSING FEES
<input type="checkbox"/> 8240 MAINTENANCE SUPPLIES	<input type="checkbox"/> 8565 FINES & PENALTIES
<input type="checkbox"/> 8250 MORTGAGE INTEREST EXPENSE	<input type="checkbox"/> 8570 ADVERTISING/MARKETING EXP
<input type="checkbox"/> 8260 PROPERTY INSURANCE	<input type="checkbox"/> 8580 LICENSES & FEES
<input type="checkbox"/> 8265 PROPERTY TAX	<input type="checkbox"/> 8595 COMMUNITY OUTREACH

PROGRAM DIRECTOR'S APPROVAL

DATE 3/11/20

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED:

☒ YES ☐ NOA/P INITIAL: AmDATE: 3/11/20

FISCAL OFFICE APPROVAL:

CLASS CODE

460

PRESIDENT/CEO'S APPROVAL

CHECK #

☒ ENTERED



**Consultant Reimbursement Form:**

Name: Charles Love

Address: 498 18<sup>th</sup> Avenue City: Newark State: NJ Zip: 07103

Phone (C): 347-792-3177 Email: middlegenerationsystems@gmail.com

Re: Reimbursement Month February/March Year: 2020

Number of Billable Hours						
Week of (Dates)	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
2/24/20 – 2/28/20	3	3	3	3	3	15
3/2/20 – 3/6/20	3	3	3	3	3	15
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>30</b>

Base Pay @ 30 hrs 30 Hours  
15h

*Note: Hours should not exceed 25 hours per week*


**Total Reimbursement** \$450

**Signature** Charles F. Love **Date** 3/6/2020

Attach the following: (1&2 must be submitted along with each invoice):

1. **Job Development Spreadsheet** – Job development, participant referrals, & Activity Log for period above)
2. **Hire letters** – for all participants placed during the period above; submit only when requesting payment for placements

**Please complete the above and return to:**

VP, Workforce Development and Financial Opportunity Center



Weekly Activities Log (2/24/20 – 3/6/20)

First Name: Charles Last Name: Love

Date	Activity	Comment
2/24/2020	Job Preparation, Labor Market & Job Opportunities (The World of Work) Training Activities	
2/25/2020	Do's and Don'ts of Resume, and Cover Letter (Resume Templates)	
2/26/2020	Job Search (Onet-Online) Online Applications Training Activities (The Right Job for You)	
2/27/2020	Mock Interviews (Training Activities) Soft Skills in The Workplace	
2/28/2020	Techniques & Mock Interviews (Dress for Success) Workplace Appropriation	
3/2/2020	Job Preparation, Labor Market & Job Opportunities (The World of Work) Training Activities	
3/3/2020	Do's and Don'ts of Resume, and Cover Letter (Resume Templates)	
3/4/2020	Job Search (Onet-Online) Online Applications Training Activities (The Right Job for You)	
3/5/2020	Mock Interviews (Training Activities) Soft Skills in The Workplace	
3/6/2020	Techniques & Mock Interviews (Dress for Success) Workplace Appropriation	