

**CHECK REQUEST FORM**

**451 URBAN SENIORS JOB PROGRAM (USJP)**

**INVOICE DATE:** 01/29/20

**PERIOD COVERED:**

**PAYABLE TO:** Staples

**AMOUNT:** \$465.27

**DESCRIPTION:** Supplies for all 3 Counties

**GL CODES:**

- 7222 SALARIES & WAGES
- 7120 FRINGE BENEFITS - INCLUDING FICA
- 7540 INSTRUCTORS/CONSULTANTS/SUBS
- 7550 INTERNSHIPS & OJT
- 7560 PROFESSIONAL FEES - OTHER
- 7570 TEMPORARY HELP/CONTRACT
- 7580 DONATED PROFESSIONAL SERVICES
- X 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

**ENTERED**

**PROGRAM DIRECTOR'S APPROVAL:** Gwen Morris

**DATE:** 1/29/2020

**FINANCE APPROVAL PROCESS:**

**INVOICE/SUPPORTING DOCS ATTACHED:**  YES  NO

**VERIFIABLE INITIAL:** (Signature)

**DATE:** 1/29/20

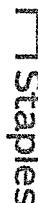
**FISCAL OFFICE APPROVAL:** \_\_\_\_\_

**CLASS CODE:**

**PRESIDENT/CEO'S APPROVAL:** \_\_\_\_\_

**CHECK #:** 12933

**PAID**  CASH  
 CHECK  
 CREDIT

 **Staples.** Staples Business Credit  
PO BOX 105638  
ATLANTA, GA 30348-5638

Greg Ward  
Urban League of Essex County  
508 Central Avenue  
Newark, NJ 07107

**Credit Account #**  
248098  
**Staples Account #**  
10175466NYC  
**Order #**  
7303329877-0-1

<b>Purchase Details</b>		<b>Purchase Location</b>	
Invoice Date	01/03/2020	Name	StaplesAdvantage.com
Budget Center Reference	USJP GWENDOLYN MORRIS	Address	PO Box 105638 Atlanta, GA 30348-5638
Type	14660348 Sale	Phone	(877) 457-6424
Authorization #		ID	Ship To
Terms	Standard		NEWARK
Due Date	02/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$465.27	Address	508 CENTRAL AVE NEWARK, NJ 071071430

<b>SKU</b>	<b>Description</b>	<b>\$/Unit</b>	<b>Units</b>	<b>Total</b>
614617	FLDR CLASS 100% RCYCL LTR RED	\$41.77	3.00	\$125.31
1611434	HP 63 BLK/TRI-COLOR INK 2PK	\$45.99	3.00	\$137.97
875429	SPLS 3TAB FLDR LTR ASST 100	\$15.69	3.00	\$47.07
163485	STPLS PAD STENO GREGG GRN 12CT	\$21.89	1.00	\$21.89
201350	STAPLES 1SUB 8X10.5 WIDE 6PK	\$14.49	4.00	\$57.96
895428	FLDR 2 POCKET UNLAMINATE	\$0.00	0.00	\$0.00
2437351	2020 DESK CALENDAR 22X17	\$4.99	11.00	\$54.89
905481	2 POCKET LAM PORT RED 10 PK Adjustment	\$17.29	2.00	\$34.58
		-\$14.40	1.00	-\$14.40
<b>Sub Total:</b>		\$465.27		
<b>Sales Tax:</b>		\$0.00		
<b>Invoice Total:</b>		\$465.27		

Pay online at <https://www.StaplesAdvantage.com>  
Contact Staples Business Credit at (877) 457-6424 or [help@staplesbusinesscredit.com](mailto:help@staplesbusinesscredit.com) with questions.

## URBAN LEAGUE OF ESSEX CTY

ULEC GENERAL OPERATING ACCT

508 CENTRAL AVE

NEWARK, NJ 07107-1430

Bank of America

ACH/R/T 02/200339

12933

55-339712 NJ

356

01/30/2020

PAY TO THE  
ORDER OF Staples Advantage

\$ \*\*2,017.25

Two thousand seventeen and 25/100\*\*\*\*\*

DOLLARS

Staples Business Credit  
P.O Box 105638  
Atlanta, GA 30348-5638

MEMO

950 - Office Supplies

✓  
W.C.M.  
AUTHORIZED SIGNATURE  
AP

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12933

01/30/2020

Staples Advantage

Date	Type	Reference	Original Amount	Balance Due	Payment
01/03/2020	Bill	7303322047-0-1	231.86	231.86	231.86
01/03/2020	Bill	7303322389-0-1	40.29	40.29	40.29
01/03/2020	Bill	7303361764-0-1	299.00	299.00	299.00
01/09/2020	Bill	7303599596-0-1	204.07	204.07	204.07
01/14/2020	Bill	7303780750-0-1	555.38	555.38	555.38
01/21/2020	Bill	7303780750-0-2	10.18	10.18	10.18
01/08/2020	Bill	7303600436-0-1	18.89	18.89	18.89
01/03/2020	Bill	7303329877-0-1	465.27	465.27	465.27
01/09/2020	Bill	7303624830-0-1	174.72	174.72	174.72
01/09/2020	Bill	7303624830-0-2	17.59	17.59	17.59
		Check Amount		2,017.25	

1010 Cash:Checking 950 - Office Supplies

2,017.25

URBAN LEAGUE OF ESSEX CTY GENERAL OPERATING ACCT

12933

Date	Type	Reference	Original Amount	Balance Due	Payment
01/03/2020	Bill	7303322047-0-1	231.86	231.86	231.86
01/03/2020	Bill	7303322389-0-1	40.29	40.29	40.29
01/03/2020	Bill	7303361764-0-1	299.00	299.00	299.00
01/09/2020	Bill	7303599596-0-1	204.07	204.07	204.07
01/14/2020	Bill	7303780750-0-1	555.38	555.38	555.38
01/21/2020	Bill	7303780750-0-2	10.18	10.18	10.18
01/08/2020	Bill	7303600436-0-1	18.89	18.89	18.89
01/03/2020	Bill	7303329877-0-1	465.27	465.27	465.27
01/09/2020	Bill	7303624830-0-1	174.72	174.72	174.72
01/09/2020	Bill	7303624830-0-2	17.59	17.59	17.59
		Check Amount		2,017.25	

1010 Cash:Checking 950 - Office Supplies

2,017.25

## ULEC CHECK REQUEST FORM

STATEMENT DATE: 1/25/2020PREPARED BY: Roger RucksDUE DATE: 2/20/2020PAYABLE TO: **STAPLES ADVANTAGE**

BUDGET AVAILABLE:

YES    NO:AMOUNT: \$2,017.25COMMENTS: OFFICE SUPPLIES

## COST CENTERS:

<u>\$565.56</u>	111 ABBOTT
	112.1 TODDLERS
<u>\$465.27</u>	451 USIP
	467 WORKFORCE UN-AIR
<u>\$192.31</u>	502 ESG RENTAL ASST

## COST CENTERS:

<u>\$555.38</u>	561 LIS/C-HUD FOC
	565 WELLS F FOC
<u>\$231.86</u>	600 ADMIN
	950 ALLOCATED EXP

## ORDER #S

ORDER #S	AMOUNT	DESCRIPTION
7303329877-0-1	\$465.27	451 USIP
7303780750-0-1	\$555.38	111 Abbott
7303780750-0-2	\$10.18	111 Abbott
7303322047-01-1	\$231.86	950-Allocated
7303322389-0-1	\$40.29	950-Allocated
7303361764-0-1	\$299.00	950-Allocated
7303600436-0-1	\$18.89	950-Allocated
7303599596-0-1	\$204.07	950-Allocated
7303624830-0-1	\$174.72	502 Housing
7303624830-0-2	\$17.59	502 Housing

\$2,017.25

## GL CODES:

- 8110 SUPPLIES
- 8170 PRINTING & COPYING
- 8130 TELEPHONE & COMMUNICATIONS
- 8140 POSTAGE & SHIPPING
- 8160 COMPUTER SOFTWARE & HARDWARE
- 8180 BOOKS, SUBSCRIPTIONS, REFERENCE
- 8240 MAINTENANCE SUPPLIES
- 8405 CLASSROOM MATERIALS & SUPPLIES
- 8410 CLASSROOM TECHNOLOGY
- 8415 COMMUNITY SERVICE PROJECT

**SCANNED**DIRECTOR'S APPROVAL: R. Rucks

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

## FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YESNOA/P INITIAL: RRDATE: 1/29/20FISCAL OFFICE APPROVAL: R. RucksCLASS CODE VARIOUS  
CHECK # 12933PRESIDENT/CEO'S APPROVAL: R. Rucks