

ULEC CHECK REQUEST FORM

STATEMENT DATE: 1/25/2020PREPARED BY: Roger Rucks DUE DATE: 2/20/2020PAYABLE TO: **STAPLES ADVANTAGE**BUDGET AVAILABLE: YES NO: AMOUNT: \$2,017.25COMMENTS: OFFICE SUPPLIES

COST CENTERS:	AMOUNT	DESCRIPTION
<u>\$565.56</u>		<u>111 ABBOTT</u>
<u>\$465.27</u>		<u>112.1 TODDLERS</u>
<u>\$192.31</u>		<u>502 ESG RENTAL ASST</u>
COST CENTERS:	AMOUNT	DESCRIPTION
		<u>561 LISCH-HUD FOC</u>
		<u>565 WELLS F FOC</u>
		<u>600 ADMIN</u>
		<u>950 ALLOCATED EXP</u>

ORDER #'S

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

\$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

SCANNEDDIRECTOR'S APPROVAL: R. Rucks

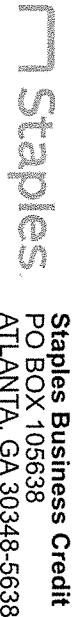
DATE: _____

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES

NO

A/P INITIAL: RRDATE: 1/29/20FISCAL OFFICE APPROVAL: R. RucksPRESIDENT/CEO'S APPROVAL: V. M. G.CLASS CODE Various
CHECK # 12933



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

Credit Account #	248098
Staples Account #	
Statement Date	01/25/20
Statement #	1627592720
Previous Account Balance	\$934.81
New Purchases	\$2,017.25
Other Charges/Credits	\$0.00
Payments	-\$934.81
Account Balance	\$2,017.25
Credit Limit	\$7,500.00
Account Balance	\$2,017.25
Available Credit	\$5,482.75

**FREE NEXT-DAY
DELIVERY**

BRONKHORST

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Order by 5 pm local time. Excludes
Weekends and holidays. Flight

Ancient Human Colonization

For questions call Staples Business Services at 877-457-6434 or email advantage@staples.com.
Pay online at <https://www.StaplesAdvantage.com>.

Please detach and return stub with payment to address below.

Please detach and return stub with payment to address below:

Pay online - it's fast, easy and secure!

Don't forget you can make quick and easy payments online! Log into your secure account today!

The logo consists of the word "STAPLES" written vertically in a bold, sans-serif font. To the left of the text is a graphic element resembling a staple or a four-pointed star, formed by a square frame with circular endpoints at each corner.

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

Address Change:

Amount Enclosed \$ 2017.25

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PO BOX 105638
ATLANTA, GA 30348-5638

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Credit Account # 248098
 Staples Account # 10175466NYC
 Statement Date 01/25/20
 Statement # 1627592720

CREDITS & ADJUSTMENTS	CURRENT	PAST DUE			ACCOUNT BALANCE
		1-59 DAYS	60-89 DAYS	90+ DAYS	
\$0.00	\$2,017.25	\$0.00	\$0.00	\$0.00	\$2,017.25

OPEN ITEMS

PO #	Budget Center	Order #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
Q50	ALLOCATED	7303322047-0-1	StaplesAdvantage.com	12/30/19	02/20/20	\$231.86	\$231.86
Q50	ALLOCATED	7303322389-0-1	StaplesAdvantage.com	12/30/19	02/20/20	\$40.29	\$40.29
Q50	Allocated	7303361764-0-1	StaplesAdvantage.com	01/02/20	02/20/20	\$299.00	\$299.00
451	USJP	7303329877-0-1	StaplesAdvantage.com	01/03/20	02/20/20	\$465.27	\$465.27
450	ALLOCATED	7303600436-0-1	StaplesAdvantage.com	01/08/20	02/20/20	\$18.89	\$18.89
450	ALLOCATED	7303599596-0-1	StaplesAdvantage.com	01/09/20	02/20/20	\$204.07	\$204.07
502	HOUSING	7303624830-0-1	StaplesAdvantage.com	01/09/20	02/20/20	\$174.72	\$174.72
502	HOUSING	7303624830-0-2	StaplesAdvantage.com	01/09/20	02/20/20	\$17.59	\$17.59
111	ABBOTT	7303780750-0-1	StaplesAdvantage.com	01/14/20	02/20/20	\$555.38	\$555.38
111	ABBOTT	7303780750-0-2	StaplesAdvantage.com	01/21/20	02/20/20	\$10.18	\$10.18
Account Balance						\$2,017.25	

PURCHASES

PO #	Budget Center	Order #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
ALLOCATED	7303322047-0-1	StaplesAdvantage.com		12/30/19	02/20/20	\$231.86	\$231.86
ALLOCATED	7303322389-0-1	StaplesAdvantage.com		12/30/19	02/20/20	\$40.29	\$40.29
USJP	7303361764-0-1	StaplesAdvantage.com		01/02/20	02/20/20	\$299.00	\$299.00
ALLOCATED	7303600436-0-1	StaplesAdvantage.com		01/08/20	02/20/20	\$18.89	\$18.89
ALLOCATED	7303599596-0-1	StaplesAdvantage.com		01/09/20	02/20/20	\$204.07	\$204.07
HOUSING	7303624830-0-1	StaplesAdvantage.com		01/09/20	02/20/20	\$174.72	\$174.72
HOUSING	7303624830-0-2	StaplesAdvantage.com		01/09/20	02/20/20	\$17.59	\$17.59
ABBOTT	7303780750-0-1	StaplesAdvantage.com		01/14/20	02/20/20	\$555.38	\$555.38
ABBOTT	7303780750-0-2	StaplesAdvantage.com		01/21/20	02/20/20	\$10.18	\$10.18
Total Purchases						\$2,017.25	

OTHER CHARGES AND CREDITS

Description	Trans Date	Due Date	Trans Total	Balance Due
No other charges and credits in current period.				

 **Staples**
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Credit Account # 248098
Staples Account # 10175466NYC
Statement Date 01/25/20
Statement # 1627592720

PAYMENTS

Date	Payment Number	Amount
01/06/20	Check # 12884	\$934.81
	Total Payments	-\$934.81

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Credit Account #
248098
Staples Account #
10175466NYC
Order #
7303322047-01

Purchase Details		Purchase Location	
Invoice Date	12/30/2019	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	ALYSON FRASER DIAZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	146041271	ID	NEWARK
Terms	Standard	Ship To	
Due Date	02/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$231.86	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$Unit	Units	Total
236224	NON-DAIRY CREAMER 12 OZ 3 PK	\$5.79	1.00	\$5.79
24323959	JR KCUPS COLOMBIAN 96/CT	\$39.99	1.00	\$39.99
24365372	KEURIG K1500 BREWER	\$179.99	1.00	\$179.99
236240	SUGAR 20 OZ 3 PK	\$6.09	1.00	\$6.09
	Sub Total:			\$231.86
	Sales Tax:			\$0.00
	Invoice Total:			\$231.86

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Credit Account #
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Staples Account #
10175466NYC
Order #
7303322389-0-1

Purchase Details		Purchase Location	
Invoice Date	12/30/2019	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	ALYSON FRASER DIAZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	146041265	ID	NEWARK
Terms	Standard	Ship To	
Due Date	02/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$40.29	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
478887	BOX FILE LTR/LGL WHITE 12/CT	\$40.29	1.00	\$40.29
			Sub Total:	\$40.29
			Sales Tax:	\$0.00
			Invoice Total:	\$40.29

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Credit Account #
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Staples Account #
10175466NYC
Order #
7303361764-0-1

Purchase Details		Purchase Location	
Invoice Date	01/02/2020	Name	StaplesAdvantage.com
Reference	WILLIAM JOHNNY	Address	PO Box 105638
Type	Sale	Phone	Atlanta, GA 30348-5638
Authorization #	146420354	Ship To	(877) 457-6424
Terms	Standard	ID	NEWARK
Due Date	02/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$299.00	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
579868	PREMIUM MEMBERSHIP FEE	\$299.00	1.00	\$299.00
			Sub Total:	\$299.00
			Sales Tax:	\$0.00
			Invoice Total:	\$299.00

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Credit Account #
248098
Staples Account #
10175466NYC
Order #
7303599596-0-1

Purchase Details		Purchase Location	
Invoice Date	01/09/2020	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	ALYSON FRASER DIAZ	Phone	Atlanta, GA 30348-5638
Type	Sale	(877) 457-6424	
Authorization #	147589037	ID	NEWARK
Terms	Standard	Ship To	
Due Date	02/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$204.07	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
917881	BROTHER TZE-2312PK 12MM BKWHT	\$20.89	2.00	\$41.78
458232	STPLS 9IN CHROME LETTER OPENER	\$2.09	4.00	\$8.36
24403732	8IN SS SCISSR STRAIGHT BLK 3PK	\$3.29	1.00	\$3.29
501155	MARKER FLIPCHART BULLET 8 AST	\$9.89	3.00	\$29.67
807688	BAGASSE EASEL PAD 27X36 PLAIN	\$84.89	1.00	\$84.89
2121202	4X6 LINED MIAMI 8PK	\$26.49	1.00	\$26.49
24346015	SPLS MMRY FOM KBD WRST RT GRY	\$9.59	1.00	\$9.59

Sub Total: \$204.07
Sales Tax: \$0.00
Invoice Total: \$204.07

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Credit Account #
248098
Staples Account #
10175466NYC
Order #
7303600436-01

Purchase Details		Purchase Location	
Invoice Date	01/08/2020	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	ALYSON FRASER DIAZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	147372272	ID	Ship To
Terms	Standard		NEWARK
Due Date	02/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$18.89	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
642247	POSTIT SS NTS 5X8 MARRAKESH Adjustment	\$13.89	1.00	\$13.89
		\$5.00	1.00	\$5.00
		Sub Total:		\$18.89
		Sales Tax:		\$0.00
		Invoice Total:		\$18.89