

USJP

Monthly Report

February 2020

GL REPORT & NON- PERSONNEL COSTS

	A	B	C	D	E	F	G	H
1	URBAN LEAGUE OF ESSEX COUNTY 451 USJP Program Transaction Detail by Account February 2020							
2								
3								
4								
5	Date	Transaction Ty	Num	Name	Memo/Description		Amount	Check #
6	7100 Participant Salaries & Wages							
7	7112 Participant Wages - USJP							
8	02/10/2020	Journal Entry	189		USJP Participant Wages - 2/10/20		62,739.90	
9	02/24/2020	Journal Entry	261		USJP Participant Wages - 2/24/20		64,565.15	
10	Total for 7112 Participant Wages - USJP						\$ 127,305.05	
11	7120 Payroll Taxes							
12	02/10/2020	Journal Entry	189		USJP Employer Liability		4,799.28	
13	02/24/2020	Journal Entry	261		USJP Employer Liability		4,939.22	
14	Total for 7120 Payroll Taxes						\$ 9,738.50	
15	7130 Worker's Compensation - USJP							
16	02/28/2020	Journal Entry	248		Workers Comp Alloc		3,420.00	
17	Total for 7130 Worker's Compensation - USJP						\$ 3,420.00	
18	7132 Payroll Expenses - Fees							
19	02/10/2020	Journal Entry	189		USJP Payroll Fee		401.87	
20	02/24/2020	Journal Entry	261		USJP Payroll Fee		784.54	
21	Total for 7132 Payroll Expenses - Fees						\$ 1,186.41	
22	Total for 7100 Participant Salaries & Wages						\$ 141,649.96	
23	7200 Salaries & Related Expenses							
24	7220 Salaries & Wages							
25	7222 Staff							
26	02/29/2020	Journal Entry	288				15,860.00	
27	Total for 7220 Salaries & Wages						\$ 15,860.00	
28	7240 Employee Benefits							
29	7241 Health Insurance							
30	02/01/2020	Bill	293308978	Horizon Blue Cross Blue Shield of NJ	To record Horizon Exp. Billing Period 02/15/20 - 03/15/20		3,581.26	12950
31	Total for 7241 Health Insurance						\$ 3,581.26	
32	7242 Life and Dental Insurance							
33	02/01/2020	Bill	02.01.20PL	Principal Financial Group	Life, Dental & AD&D		235.20	12949
34	Total for 7242 Life and Dental Insurance						\$ 235.20	
35	7244 Employee Contrib - Health							
36	02/29/2020	Journal Entry	289		Employee Medical Contrib		-661.17	
37	Total for 7244 Employee Contrib - Health						-\$ 661.17	
38	7247 Emp-ee Contrib -Dental							
39	02/29/2020	Journal Entry	290		Employee Dental Contrib		-43.56	
40	Total for 7247 Emp-ee Contrib -Dental						-\$ 43.56	
41	Total for 7240 Employee Benefits						\$ 3,111.73	

	A	B	C	D	E	F	G	H
1	URBAN LEAGUE OF ESSEX COUNTY 451 USJP Program Transaction Detail by Account February 2020							
2								
3								
4								
5	Date	Transaction Ty	Num	Name	Memo/Description		Amount	Check #
42								
43	7250 Payroll Taxes, etc.							
44	7245 Worker's Compensation Insurance							
45	7248 Allocated W Comp							
46	02/28/2020	Journal Entry	248		Workers Comp Alloc		426.00	
47	Total for 7245 Worker's Compensation Insurance						\$ 426.00	
48								
49	7251 Social Security							
50	02/28/2020	Journal Entry	287		Fica		952.00	
51	Total for 7251 Social Security						\$ 952.00	
52	7252 Medicare							
53	02/28/2020	Journal Entry	283		Medi Alloc		223.00	
54	Total for 7252 Medicare						\$ 223.00	
55	7253 Unemployment							
56	02/28/2020	Journal Entry	285		SUI Alloc		443.00	
57	Total for 7253 Unemployment						\$ 443.00	
58	7254 Disability							
59	02/28/2020	Journal Entry	286		Disability Alloc		87.00	
60	Total for 7254 Disability						\$ 87.00	
61	Total for 7250 Payroll Taxes, etc.						\$ 1,705.00	
62	7260 Payroll Service Fees							
63	7260.1 Allocated Payroll Fees							
64	02/28/2020	Journal Entry	284		Payroll Fees		174.00	
65	Total for 7260 Payroll Service Fees						\$ 174.00	
66								
67	Total for 7200 Salaries & Related Expenses						\$ 21,276.73	
68								
69	8300 Travel & Meetings Expenses							
70	8310 Transportation & Parking							
71	02/12/2020	Bill	02.10.20MT	Mary Tanner	Mileage Reimbursement 02/10/2020		15.12	12994
72	02/13/2020	Bill		City of Paterson Parking Authority	Parking Permit for Feb. 2020		150.00	12961
73	Total for 8300 Travel & Meetings Expenses						\$ 165.12	
74								
75								
76								
77								

	A	B	C	D	E	F	G	H
1	URBAN LEAGUE OF ESSEX COUNTY							
2	451 USJP Program Transaction Detail by Account							
3	February 2020							
4								
5	Date	Transaction Ty	Num	Name	Memo/Description		Amount	Check #
78	CONTRACTUAL CONSULTANTS							
79	7520 Accounting Fees							
80	7521 Allocated Acctg and Audit							
81	02/28/2020	Journal Entry	270		Allocated Acctg		544.00	
82	02/28/2020	Journal Entry	270		Allocated Acctg		0.00	
83	Total for 7520 Accounting Fees						\$ 544.00	
84	7540 Instructors/Consultants/Subs							
85	02/21/2020	Bill	02.21.20AC	Anthony Clark	Business Development 02/17/20 - 02/21/20		900.00	12995
86	Total for 7540 Instructors/Consultants/Subs						\$ 900.00	
87	Total for 7500 Contract Service Expenses						\$ 1,444.00	
88								
89	OCCUPANCY							
90	8205 Rent, Parking, Other Occupancy							
91	02/01/2020	Bill		Center for Transformative Work	USJP - Rent Expense February 2020		648.00	12946
92	Total for OCCUPANCY - PROGRAM TOTAL 8205 Rent						\$ 648.00	
93	8210 Utilities							
94	8210.5 Allocated Utilities							
95	02/28/2020	Journal Entry	277		Utilities		57.00	
96	02/28/2020	Journal Entry	277		Utilities		113.00	
97	Total for 8210 Utilities						\$ 170.00	
98								
99	8230 Building Repair & Maintenance							
100	8239 Alloc Repairs and Maint							
101	02/29/2020	Journal Entry	281		Repairs		92.00	
102	02/29/2020	Journal Entry	281		Repairs		46.00	
103	Total for 8230 Building Repair & Maintenance						\$ 138.00	
104								
105	8250 Mortgage Interest Expense							
106	8250.1 Allocated Mortgage Interest							
107	02/28/2020	Journal Entry	276		Mortgage Interest		123.00	
108	02/28/2020	Journal Entry	276		Mortgage Interest		62.00	
109	Total for 8250 Mortgage Interest Expense						\$ 185.00	
110								
111	OCCUPANCY - ADMIN TOTAL						\$ 493.00	
112								
113	Total for OCCUPANCY PROGRAM & ADMIN						\$ 1,141.00	

	A	B	C	D	E	F	G	H
1	URBAN LEAGUE OF ESSEX COUNTY 451 USJP Program Transaction Detail by Account February 2020							
2								
3								
4								
5	Date	Transaction Ty	Num	Name	Memo/Description		Amount	Check #
114								
115	EQUIPMENT RENTAL							
116	8220 Equipment Rental, Repair & Maintenance							
117	8229.1 Allocated Cost							
118	02/28/2020	Journal Entry	274		Equipment Leases		139.00	
119	02/28/2020	Journal Entry	274		Equipment Leases		69.00	
120	Total for 8220 Equipment Rental, Repair & Maintenance						\$ 208.00	
121								
122	OTHER OPERATING COSTS							
123	7515 IT Support							
124	7515.5 Allocated IT consultants							
125	02/28/2020	Journal Entry	268		IT Consultants		334.00	
126	Total for 7515 IT Support						\$ 334.00	
127	8191 Web Hosting Alloc							
128	02/28/2020	Journal Entry	265		Web hosting		35.00	
129	Total for 8191 Web Hosting Alloc						\$ 35.00	
130	Total for 8100 Operating Expenses						\$ 369.00	
131								
132	COMMUNICATIONS							
133	8130 Telephone & Telecommunications							
134	8132 Cell Phone Services							
135	02/13/2020	Bill	9848349443	Verizon Wireless	Monthly Hotspot Data		135.02	13014
136	Total for 8132 Cell Phone Services						\$ 135.02	
137	8135 Telephone							
138	02/10/2020	Expense	USJP_3	EFAX.COM	USJP Participant Timesheet Fax Service		21.90	
139	02/10/2020	Expense	USJP_2	EFAX.COM	USJP Participant Timesheet Fax Service		16.95	
140	02/10/2020	Expense	USJP_1	EFAX.COM	USJP Participant Timesheet Fax Service		16.95	
141	Total for 8135 Telephone						\$ 55.80	
142	8135.5 Allocated Telephone							
143	02/28/2020	Journal Entry	266		Telephone		135.00	
144	Total for 8135.5 Allocated Telephone						\$ 135.00	
145	Total for 8130 Telephone & Telecommunications						\$ 325.82	
146								
147								
148								
149								

	A	B	C	D	E	F	G	H
1	URBAN LEAGUE OF ESSEX COUNTY 451 USJP Program Transaction Detail by Account February 2020							
2								
3								
4								
5	Date	Transaction Ty	Num	Name	Memo/Description		Amount	Check #
150								
151	8260 Property Insurance							
152	02/28/2020	Journal Entry	273		Gen Insur Alloc		145.00	
153	02/28/2020	Journal Entry	273		Gen Insur Alloc		291.00	
154	Total for 8260 Property Insurance						\$ 436.00	
155	Total for 8264 Other							
156								
157								
158								
159	8140 Postage & Shipping							
160	02/28/2020	Journal Entry	267		Postage		38.00	
161	Total for 8140 Postage & Shipping						\$ 38.00	
162								
163								
164								
165	8800 Donated Services							
166	02/29/2020	Journal Entry	293		USJP In-Kind Donations Feb 2020		42,664.01	
167	Total for 8800 Donated Services						\$ 42,664.01	
168								
169								
170								
171	Thursday, Mar 05, 2020 01:50:59 PM GMT-8 - Accrual Basis							
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URBAN LEAGUE OF ESSEX CTY
ULEC GENERAL OPERATING ACCT
508 CENTRAL AVE
NEWARK, NJ 07107-1430

Bank of America
ACH R/T 021200339

12994
55-33/212 NJ
356

02/27/2020

PAY TO THE ORDER OF Mary Tanner

\$ **15.12

Fifteen and 12/100*****

DOLLARS

Mary Tanner

MEMO

451 USJP Mileage Reimbursement 02/10/20

Vivian Cox Jurek
AUTHORIZED SIGNATURE

⑈012994⑈ ⑆021200339⑆ 000238003973⑈

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12994

Date	Type	Reference	Original Amount	Balance Due	Payment
02/27/2020	Bill	02.10.20MT	15.12	15.12	15.12
		Check Amount			15.12

1010 Cash:Checking 451 USJP Mileage Reimbursement 02/10/20 15.12

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12994

Date	Type	Reference	Original Amount	Balance Due	Payment
02/27/2020	Bill	02.10.20MT	15.12	15.12	15.12
		Check Amount			15.12

1010 Cash:Checking 451 USJP Mileage Reimbursement 02/10/20 15.12

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 2/10/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 2/10/2020
PAYABLE TO: Mary Tanner AMOUNT: \$15.12
COMMENTS: Mileage Reimbursement

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

☒ ENTERED

PROGRAM DIRECTOR'S APPROVAL: [Signature]

DATE: 2/26/20

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: ☒ YES ☐ NO

VERIFIABLE INITIAL: PM

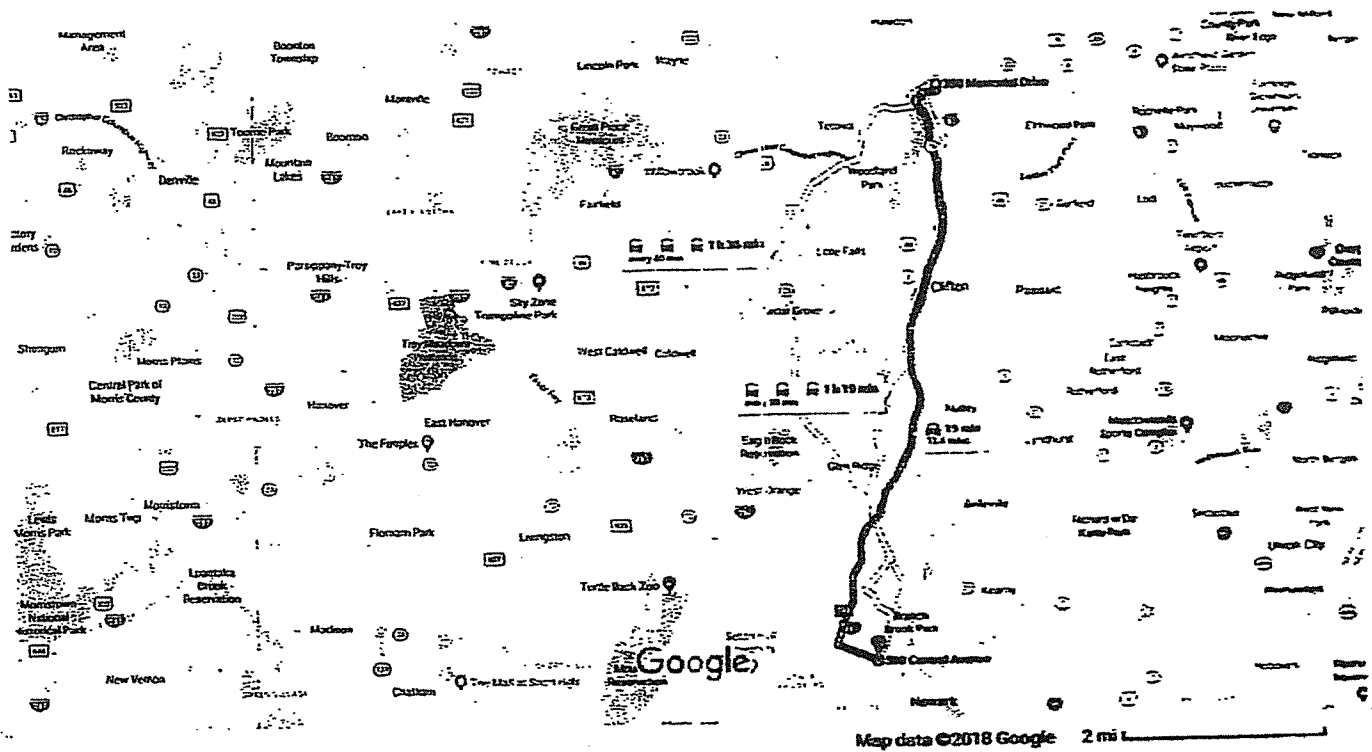
DATE: 2/27/20

FISCAL OFFICE APPROVAL: _____

CLASS CODE: 451

RESIDENT/CEO'S APPROVAL: _____

CHECK #: 12994



via Garden State Pkwy

Fastest route, the usual traffic

⚠ This route has tolls.

19 min

13.4 miles



10:29 AM–12:05 PM

704 11 96

1 h 36 min



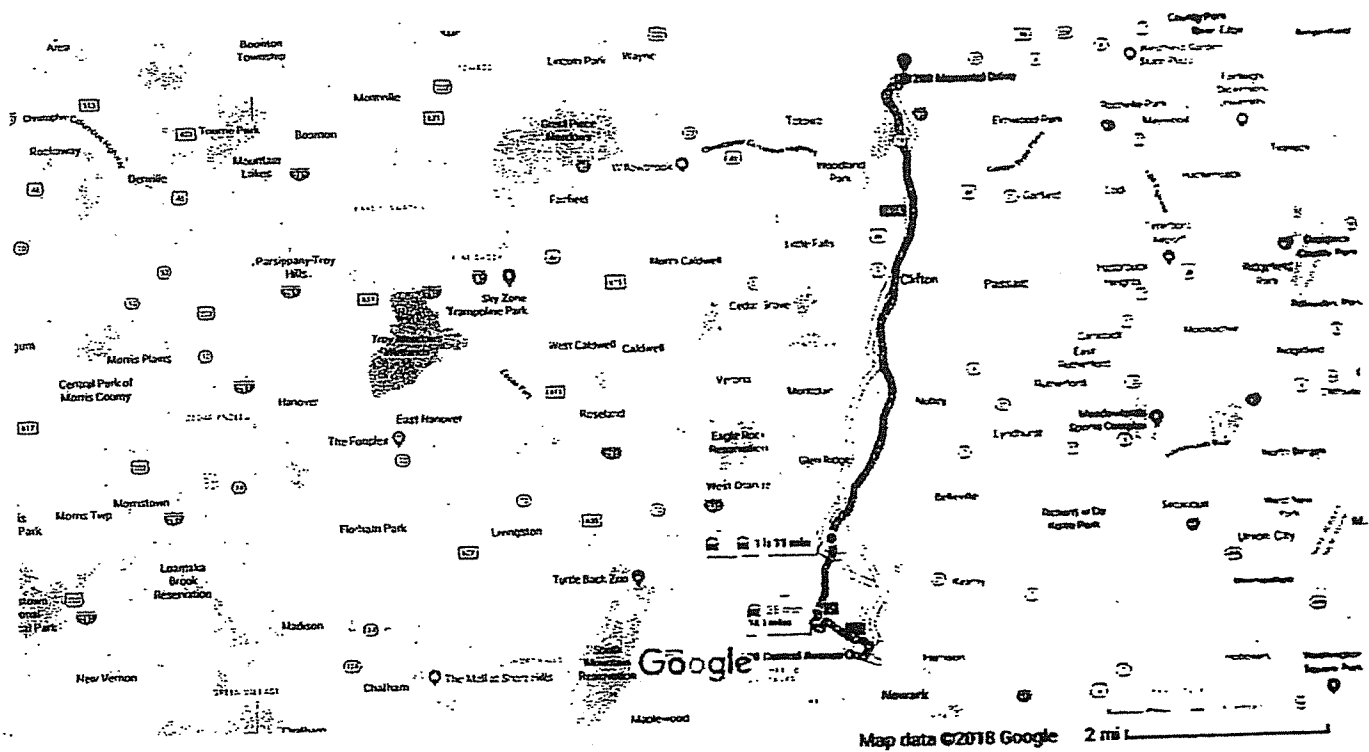
10:43 AM–12:02 PM

72 90 34

1 h 19 min

Google Maps

508 Central Ave, Newark, NJ 07107 to 200 Memorial Drive, Paterson, NJ
Drive 14.3 miles, 28 min



via Garden State Pkwy

Fastest route, despite slower traffic than usual

⚠️ This route uses tolls

28 min

14.3 miles



9:35 AM–10:46 AM

🚆 34 🚆 72 🚶

1 h 11 min



9:28 AM–10:46 AM

🚶 🚆 Newark Light Rail 🚆 72 🚶

1 h 18 min

URBAN LEAGUE OF ESSEX CTY
ULEC GENERAL OPERATING ACCT
508 CENTRAL AVE
NEWARK, NJ 07107-1430

Bank of America
ACH R/T 021200339

12961

55-33/212 NJ
356

02/13/2020

PAY TO THE ORDER OF City of Paterson Parking Authority

\$ **150.00

One hundred fifty and 00/100*****

DOLLARS

City of Paterson Parking Authority
125 Broadway
Suite 101
Paterson, NJ 07505

MEMO

451 - Parking Permit for Feb. 2020


AUTHORIZED SIGNATURE

⑈012961⑈ ⑈021200339⑈ 000238003973⑈

URBAN LEAGUE OF ESSEX CTY
02/13/2020

GENERAL OPERATING ACCT
City of Paterson Parking Authority

12961

Date	Type	Reference	Original Amount	Balance Due	Payment
02/13/2020	Bill		150.00	150.00	150.00
		Check Amount			150.00

1010 Cash:Checking 451 - Parking Permit for Feb. 2020 150.00

URBAN LEAGUE OF ESSEX CTY
02/13/2020

GENERAL OPERATING ACCT
City of Paterson Parking Authority

12961

Date	Type	Reference	Original Amount	Balance Due	Payment
02/13/2020	Bill		150.00	150.00	150.00
		Check Amount			150.00

1010 Cash:Checking 451 - Parking Permit for Feb. 2020 150.00

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/01/20 REQUESTED BY: Gwen Morris PERIOD COVERED: February 2020
PAYABLE TO: City of Paterson Parking Authority AMOUNT: \$150.00
DUE DATE: 2/16/2020 INVOICE #: 11286
DESCRIPTION: Parking for Ms. Cerna USJP Paterson office

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
☐ 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 _____

DATE: _____

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: _____

DATE: _____

FISCAL OFFICE APPROVAL *Rgw*CLASS CODE: 451PRESIDENT/CEO'S APPROVAL *VR*CHECK #: 12961

CITY OF PATERSON PARKING AUTHORITY

125 BROADWAY, SUITE 100
PATERSON, N.J. 07505
TEL (973) 977-3999 • FAX (973) 977-8039

INVOICE

INVOICE NO.
11286

PAGE

1

SOLD TO:

Urban League of Essex County
Att:Gwendolyn Morris
508 Central Ave.
Newark, NJ 07107

CUSTOMER I.D.	CUSTOMER P.O.	SALES REP I.D.
Invoice-Impact		
PAYMENT TERMS	INVOICE DATE	DUE DATE
Net 15 Days	2/1/20	2/16/20
DESCRIPTION		AMOUNT
February 2020 - 1 @ \$150.00 Access Card # 716 for Center City **Impact Paterson, LLC**		150.00
Subtotal		150.00
Sales Tax		
Total Invoice Amount		\$150.00
Payment Received		
Check No:	TOTAL DUE	\$150.00

URBAN LEAGUE OF ESSEX CTY
ULEC GENERAL OPERATING ACCT
508 CENTRAL AVE
NEWARK, NJ 07107-1430

Bank of America
ACH R/T 021200339

12333
55-33/212 NJ
356

02/27/2020

PAY TO THE ORDER OF Anthony Clark

\$ **900.00

Nine hundred and 00/100***** DOLLARS

Anthony Clark
111 Mulberry St #2A
Newark, NJ 07102

Vivian Cox Juse
AUTHORIZED SIGNATURE

MEMO

451 -460 Ser. Rendered 02/10/20 - 02/14/20

⑈012995⑈ ⑆021200339⑆ 000238003973⑈

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12995

02/27/2020

Anthony Clark

Date	Type	Reference	Original Amount	Balance Due	Payment
02/15/2020	Bill	02.15.20AC	900.00	900.00	900.00
		Check Amount			900.00

1010 Cash:Checking 451 -460 Ser. Rendered 02/10/20 - 02/14/20 900.00

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12995

02/27/2020

Anthony Clark

Date	Type	Reference	Original Amount	Balance Due	Payment
02/15/2020	Bill	02.15.20AC	900.00	900.00	900.00
		Check Amount			900.00

1010 Cash:Checking 451 -460 Ser. Rendered 02/10/20 - 02/14/20 900.00

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/21/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 02/17/20 - 02/21/20
PAYABLE TO: Anthony Clark AMOUNT: \$900.00 INVOICE #: 02.21.20AC
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
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☐ 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
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☐ 8430 JOB TRAINING
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☐ 8520 INSURANCE - NON EMPLOYMENT RELATED
☐ 8540 STAFF DEVELOPMENT/TRAINING
☐ 8570 ADVERTISING/MARKETING EXP
☐ 8580 LICENSES & FEES

☒ ENTERED

PROGRAM DIRECTOR'S APPROVAL Gwen Morris GM

DATE: 2/13/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: _____

DATE: _____

FISCAL OFFICE APPROVAL _____

CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL _____

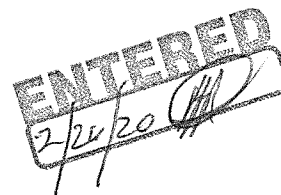
CHECK #: 12995



Urban League of
Essex County

Empowering Communities.
Changing Lives.

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 February Year: 2020

Number of Billable Hours						
Week of (Dates)	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
February 17 th -21 st	4.5	3.5	8	4	10	30
Total						30

Base Pay @ \$30.00 \$900.00

Note: Hours should not exceed 30 hours per week

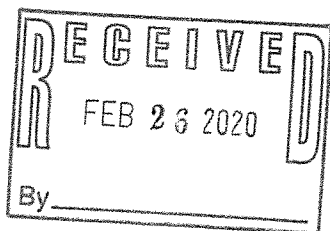
Total Reimbursement \$900.00

Number of Placements in Period

Total	

Base Pay @ \$30.00 \$0.00

Total Reimbursement \$900.00



Signature _____ Date 2/21/2020

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 (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
February 17 th 8:30am – 1pm	Attended the Mayor's Men's breakfast meeting. Met with Kirra Eгна after the breakfast regarding her company ICCG, Inc who subcontract for NJ Transit by hiring people to clean the trains and her company is background friendly and her interest in taking on some of our USJP's.	Follow up with Kirra Eгна regarding hiring our participants to work at NJ Transit trains clean up crew.
February 18 th 9am – 12:30	Follow up with data input to the BD report and follow up with Patti from Makeit company regarding jobs for USJP's in the office settings. Recommend the following USJP's Annette Clyburn-Williams, Roxane Barri & Rosaline Williams	
February 19 th 8:00am- 4:00pm	Follow up with Jamar Morgan via phone and asked him to send the work papers and spoke with him about a new job search. Meeting with AF, KW& RH regarding Newark 2020 & USJP's Workforce concerns. Spoke ,with USJP participant Carmen Martinez regarding her updated resume and changes in her number, sent her resume to MCS Group. Follow up with Anthony Bygrave on his search and also sent his resume to Community Preservation & Associates, 's Shamecca Fuller, also had USJP's - Annette Clyburn-Williams, Roxane Barri's resumes sent to Ms. Fuller	Follow up with Alecia from Exothermic
February 20 th 8:30am – 12:00pm	Follow up with Patti and Nirod regrading the next steps for our partnership on hiring office supportive help through our USJP's list	.
February 21 st	Follow with an email and talk to Akua lessesen from Kente Gold Build regarding her construction and architect firm and potential administrative jobs with her for the USJP's. She was forward the following USJP's names Annette Clyburn-Williams, Roxane Barri. Follow	Invite Akua out next week for drinks as requested per our conversation and her willing to hire USJP's.

8:30am-3pm & 4-7:30	up with USJP's participants regarding reviewing their job ready forms provided by Irene Cerno, I will schedule the following to come within the next week or two; Mary Tanner, Pat Carter, William Ribardo, Rosemary McGriff and Lisa Fulcher ere participant One on one meeting with AF on various matters regarding our workforce operation. Follow up with data entries and SF entries from the prior week	Contact the following USJP's to have them come to the Newark office within two weeks : Pat Carter, William Ribardo, Rosemary McGriff Mary Tanner and Lisa Fulcher

*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.

URBAN LEAGUE OF ESSEX CTY
ULEC GENERAL OPERATING ACCT
508 CENTRAL AVE
NEWARK, NJ 07107-1430

Bank of America
ACH R/T 021200339

12946

55-33/212 NJ
356

02/01/2020

PAY TO THE ORDER OF Center for Transformative Work

\$ **648.00

Six hundred forty-eight and 00/100*****

DOLLARS

Center for Transformative Work
100 Hamilton Plaza
Suite 101
Paterson, NJ 07505

MEMO

451 USJP - Rent for February 2020

Vivian Cox
AUTHORIZED SIGNATURE

⑈012946⑈ ⑆021200339⑆ 000238003973⑈

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12946

02/01/2020

Center for Transformative Work

Date	Type	Reference	Original Amount	Balance Due	Payment
02/01/2020	Bill		648.00	648.00	648.00
		Check Amount			648.00

1010 Cash:Checking 451 USJP - Rent for February 2020

648.00

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12946

02/01/2020

Center for Transformative Work

Date	Type	Reference	Original Amount	Balance Due	Payment
02/01/2020	Bill		648.00	648.00	648.00
		Check Amount			648.00

1010 Cash:Checking 451 USJP - Rent for February 2020

648.00

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/01/20 REQUESTED BY: Pat Mise PERIOD COVERED: February 2020

PAYABLE TO: CENTER FOR TRANSFORMATIVE AMOUNT: \$648.00 INVOICE #: _____

COMMENTS: RENT FOR USJP PATERSON SITE

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

☒ ENTERED

PROGRAM DIRECTOR'S APPROVAL _____

DATE: _____

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

FISCAL OFFICE APPROVAL _____

PRESIDENT/CEO'S APPROVAL _____

VERIFIABLE INITIAL: PM

DATE: 1/30/20

CLASS CODE: 451

CHECK #: 12946

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/01/20

REQUESTED BY: Gwen Morris

PERIOD COVERED:

2/20/20

PAYABLE TO: Center for Transformative Work, Inc.

AMOUNT: \$648.00

DESCRIPTION: Office space for Passaic County

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
☐ 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*

DATE: 1/31/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: _____

DATE: _____

FISCAL OFFICE APPROVAL _____

CLASS CODE:

PRESIDENT/CEO'S APPROVAL _____

CHECK #:

Center for Transformative Work, Inc
100 Hamilton Plaza
Suite 101, Box 13
Paterson, NJ 07505 US
(973) 587-8755

INVOICE

BILL TO

Gwen Morris
Urban League of Essex
County
508 Central Avenue
Newark, NJ 07107

INVOICE # 2043

DATE 02/01/2020

DUE DATE 02/01/2020

ACTIVITY	QTY	RATE	AMOUNT
License Fee:Dedicated Private Office Monthly license agreement for use of office space (update Nov 2019)	1	549.00	549.00
License Fee:Floating Desk/Part-Time Shared Monthly license agreement for use of dedicated workspace	1	99.00	99.00
BALANCE DUE			\$648.00

URBAN LEAGUE OF ESSEX COUNTY

13014

02/27/2020

Verizon Wireless

Date
02/13/2020

Type
Bill

Reference
9848349443

Original Amount
484.60

Balance Due
484.60

Payment
484.60
484.60

Check Amount

PAYMENT
RECORD

1010 Cash:Checking Verizon Cell Phone & Data Charges

484.60

0081



Rev 2/1

ULEC CHECK REQUEST FORM

INV DATE: 2/13/2020 PREPARED BY: Carmen Martinez PERIOD COVERED: February 2020
PAY TO: VERIZON WIRELESS AMOUNT: \$ 484.60
INVOICE # 9848349443 BUDGET AVAILABLE: YES NO DUE DATE: 3/5/2020

COMMENTS: Account# 482718474-00001

COST CENTERS:		COST CENTERS:		COST CENTERS:		COST CENTERS:	
\$ 89.79	041 THRIFT STORE		334F FOC NRTC	\$ 18.67	502 ESG HOUSING		575 WHOLE CITIES
	111 ABBOTT		334H HOUSING NRTC		552 ESG RENTAL ASST		580 CAP 1 HOUSING
	112.1 TODDLERS		335 NRTC 2019		560 CAPITAL 1 SAVE UP		600 ADMIN
	221 VERIZON TECH GRANT	\$ 27.72	339 ULEC OPPORT CORP		561 LISC-HUD FOC	\$ 74.70	610 CEO
\$ 20.67	222 DYFS - CODING		366 STREET FAIR	\$ 56.02	563 PRU FOC		620 CFO
	225 AMERICORPS	\$ 62.01	368 WF NEIGH REVIT		564 NUL - PRFC		630 COO
	331 NRTC 2016		369 PSEG DEV GRANT		565 HOUSING COUNSELING		650 FACILITIES
	332 CITY HOME GRANT	\$ 135.02	451 USJP		567 FOC -CHASE		710 ANNUAL GALA
	334 NRTC 2018		452 PACE		570 FIN OPPT CTR-OTHER		950 ALLOCATED EXP
	334E THRIFTWORKS-NRTC		467 WORKFORCE UNITED		573 VITA TAX		OTHER

GL CODES:

☐ 1420 PREPAID EXPENSES
☐ 7510 FUNDRAISING FEES
☐ 7520 ACCOUNTING FEES
☐ 7540 INSTRUCTORS/CONSULTANTS/SUBS
☐ 7560 PROFESSIONAL FEES - OTHER
☐ 7570 TEMPORARY HELP/CONTRACT
☐ 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
☐ 8220 EQUIPMENT RENTAL, REPAIR & MAINTENANCE
☐ 8221 COPIER LEASE

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
☐ 8525 SPECIAL EVENT EXPENSES
☐ 8530 MEMBERSHIP DUES - ORGANIZATIONS

ENTERED
2/14/20RECEIVED
FEB 26 2020
BY

PROGRAM DIRECTOR'S APPROVAL _____

DATE: _____

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: ☒ YES ☐ NOA/P INITIAL: [Signature]DATE: 2/20/20

FISCAL OFFICE APPROVAL: _____

PRESIDENT/CEO'S APPROVAL _____

CLASS CODE: VariousCHECK # 13014

Monthly Verizon Wireless Invoice Allocation

Shared Account Charges \$ 161.00

Name	Phone #	Charges	%	Plan Charges	Total
Darrin Sharif	862-763-2979	\$ 55.21	17%	\$ 27.47	\$ 82.68
Cheryl Howard	973-202-8437	\$ 59.96	19%	\$ 29.83	\$ 89.79
Leonard Robbins	973-558-1768	\$ 18.51	6%	\$ 9.21	\$ 27.72
Vivian Fraser	973-641-7071	\$ 49.88	15%	\$ 24.82	\$ 74.70
Housing Dept.	973-803-6071	\$ 49.88	15%	\$ 24.82	\$ 74.70
USJP Wifi	973-802-8458	\$ 45.08	14%	\$ 22.43	\$ 67.51
USJP Wifi	973-902-9894	\$ 45.08	14%	\$ 22.43	\$ 67.51
Total		\$ 323.60	100%	\$ 161.00	\$ 484.60

\$ 135.02



PO BOX 489
NEWARK, NJ 07101-0489

URBAN LEAGUE OF ESSEX COUNTY
508 CENTRAL AVE
NEWARK, NJ 07107-1430

00026879

K102

Manage Your Account	Account Number	Date Due
www.vzw.com/mybusinessaccount	482718474-00001	03/05/20
Change your address at http://sso.verizonenterprise.com	Invoice Number	9848349443

Quick Bill Summary

Jan 14 – Feb 13

Previous Balance <i>(see back for details)</i>	\$484.60
Payment – Thank You	-\$484.60
Balance Forward	\$0.00
Monthly Charges	\$465.84
Surcharges and Other Charges & Credits	\$14.26
Taxes, Governmental Surcharges & Fees	\$4.50
Total Current Charges	\$484.60

Total Charges Due by March 05, 2020 **\$484.60**

Pay from phone	Pay on the Web	Questions:
#PMT (#768)	At vzw.com/mybusinessaccount	1.800.922.0204 or *611 from your phone



Invoice Number Account Number Date Due Page

9848349443 482718474-00001 03/05/20 2 of 11

Get Minutes Used	Get Data Used	Get Balance
#MIN + SEND	#DATA + SEND	#BAL + SEND

Payments

Previous Balance **\$484.60**

Payment – Thank You

Payment Received 02/06/20 –484.60

Total Payments **–\$484.60****Balance Forward** **\$0.00**

Account Charges and Credits

Account Monthly Charges

SMB UNL Talk&TXT 25GB 02/14 – 03/13 175.00

08% Access Discount 02/14 – 03/13 –14.00

Subtotal **\$161.00****Total Account Charges and Credits** **\$161.00**

Written notations included with or on your payment will not be reviewed or honored. Please send correspondence to:
Verizon Wireless Attn: Correspondence Team PO Box 408 Newark, NJ 07101-0408



Account's Plan for Shared

Lines

SMB UNL Talk&TXT 25GB
\$175.00 monthly charge
25 monthly GB allowance
\$15.00 per GB after allowance
Beginning on 03/26/15:
08% Access Discount

Overview of Shared Usage

	Participating Lines as of 02/13/20	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Rate	Cost
Voice	4	0	unlimited	3,798	0	\$.00	\$.00
Messaging	4	0	unlimited	2,145	0	\$.00	\$.00
Monthly Data Plan	4	0	25,000GB	6,184GB	0GB	\$15/GB	\$.00



Summary for Darrin Sharif: 862-763-2979

Your Plan

Business Unlimited Smartphone

\$45.00 monthly charge

Unlimited monthly minutes

UNL Text Messaging

Unlimited M2M Text

Unlimited Text Message

Email & Web Unlimited

Unlimited monthly gigabyte

UNL Picture/Video MSG

Unlimited monthly Picture & Video

Have more questions about your charges?
Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

Business Unlimited Smartphone	02/14 - 03/13	45.00
Wireless Phone Protection - Asurion	02/14 - 03/13	6.85
		\$51.85

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Calling Plan <i>minutes</i>	unlimited	3082	---	---
Total Voice				\$.00

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	258	---	---
Unlimited M2M Text <i>messages</i>	unlimited	346	---	---
Picture & Video - Sent <i>messages</i>	unlimited	18	---	---
Picture & Video - Rcv'd <i>messages</i>	unlimited	102	---	---
Total Messaging				\$.00

Data	Allowance	Used	Billable	Cost
Gigabyte Usage <i>gigabytes</i>	unlimited	1.493	---	---
Total Data				\$.00

Total Usage and Purchase Charges **\$.00**

Surcharges

Fed Universal Service Charge	.53
Regulatory Charge	.15
Administrative Charge	1.78
	\$2.46

Taxes, Governmental Surcharges and Fees

NJ 911 System/Emerg. Resp. Fee	.90
	\$.90

Total Current Charges for 862-763-2979 **\$55.21**

**Summary for Leonard Robbins: 973-558-1768****Your Plan****SMB UNL Talk&TXT 25GB**

(see pg 3)

Beginning on 05/21/15:**Month to Month Promotion \$25 Off****Smartphone Line Access**

Have more questions about your charges?
Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

Smartphone Line Access	02/14 - 03/13	40.00
\$25 Off Smartphone Month2Month	02/14 - 03/13	-25.00
		\$15.00

Usage and Purchase Charges

Voice		Allowance	Used	Billable	Cost
Shared	minutes	unlimited	144	--	--
Mobile to Mobile	minutes	unlimited	136	--	--
Total Voice					\$0.00

Messaging		Allowance	Used	Billable	Cost
Text, Picture & Video	messages	unlimited	134	--	--
Total Messaging					\$0.00

Data		Allowance	Used	Billable	Cost
Gigabyte Usage	gigabytes	25.000 (shared)	.170	--	--
Total Data					\$0.00

Total Usage and Purchase Charges \$0.00**Surcharges+**

Fed Universal Service Charge	.68
Regulatory Charge	.15
Administrative Charge	1.78
\$2.61	

Taxes, Governmental Surcharges and Fees+

NJ 911 System/Emerg. Resp. Fee	.90
\$0.90	

Total Current Charges for 973-558-1768 \$18.51

+Percentage-based taxes, fees, and surcharges apply to charges for this line, including overage charges, plus this line's share of account charges.



Summary for C Copper: 973-803-6071

Your Plan

SMB UNL Talk&TXT 25GB

(see pg 3)

Beginning on 03/27/15:

\$5 Off Smartphone Access

Have more questions about your charges?
Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

Smartphone Line Access	02/14 - 03/13	40.00
\$5 Off Smartphone Access	02/14 - 03/13	-5.00
Total Equipment Coverage - Asurion	02/14 - 03/13	11.00
		\$46.00

Usage and Purchase Charges

Data	Allowance	Used	Billable	Cost
Gigabyte Usage <i>gigabytes</i>	25.000 (shared)	.040	--	--
Total Data				\$0.00
Total Usage and Purchase Charges				\$0.00

Surcharges+

Fed Universal Service Charge	1.05
Regulatory Charge	.15
Administrative Charge	1.78
	\$2.98

Taxes, Governmental Surcharges and Fees+

NJ 911 System/Emerg. Resp. Fee	.90
	\$0.90

Total Current Charges for 973-803-6071 \$49.88

+Percentage-based taxes, fees, and surcharges apply to charges for this line, including overage charges, plus this line's share of account charges.

Summary for Wifi 4G: 973-902-8458

Your Plan

Business Unlimited Data

\$45.00 monthly charge

\$.25 per minute

Unlimited Data

Unlimited monthly gigabyte

Monthly Charges

Business Unlimited Data	02/14 - 03/13	45.00
		\$45.00

Surcharges

Regulatory Charge	.02
Administrative Charge	.06
	\$0.08



Need-to-Know Information

Explanation of Surcharges

Surcharges include (i) a Regulatory Charge (which helps defray various government charges we pay including government number administration and license fees); (ii) a Federal Universal Service Charge (and, if applicable, a State Universal Service Charge) to recover charges imposed on us by the government to support universal service; and (iii) an Administrative Charge, which helps defray certain expenses we incur, including: charges we, or our agents, pay local telephone companies for delivering calls from our customers to their customers; fees and assessments on our network facilities and services; property taxes; and the costs we incur responding to regulatory obligations. **Please note that these are Verizon Wireless charges, not taxes. These charges, and what's included, are subject to change from time to time.**

Bankruptcy Information

If you are or were in bankruptcy, this bill may include amounts for pre-bankruptcy charges. You should not pay pre-bankruptcy amounts; they are for your information only. In the event Verizon receives notice of a bankruptcy filing, pre-bankruptcy charges will be adjusted in future invoices. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.

Returned Payments

In the event your check for payment of your wireless bill is returned by your bank for insufficient or uncollected funds, Verizon Wireless may resubmit your check electronically to your bank for payment from your checking account.

Late Payment Information

A late payment applies for unpaid balances. The charge is the greater of \$5 or 1.5% per month, or as permitted by law. Failure to pay bills on time may result in negative credit reporting.

Important Account Information

Effective on or after 3/26/20, you are required to activate any discounted wireless device within 30 days of receipt; otherwise, you will be charged the difference between the discounted price you paid and the full retail price of the device.

Important Account Information

We have recently updated our Alternate Upgrade program. Upgrades between non-phone devices (such as smartwatches and Jetpacks) to phone devices (such as Basic or Smartphones) will no longer be permitted. You can continue to upgrade eligible lines, however, the upgrade must be in the same device type (non-phone to non-phone, or phone to phone).