

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

BANK OF AMERICA, NA
55-33/212

13043

03/11/2020

PAY TO THE
ORDER OF

Staples Advantage

\$

**1,922.13

One thousand nine hundred twenty-two and 13/100*****

DOLLARS

PROTECTED AGAINST FRAUD

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



MEMO

Various -Office Supplies

Vision Cx 2020

13043 1021200339 000238003973

URBAN LEAGUE OF ESSEX COUNTY

13043

03/11/2020 Staples Advantage

Date	Type	Reference	Original Amount	Balance Due	Payment
02/04/2020	Bill	7304412350-0-1	177.82	177.82	177.82
02/11/2020	Bill	7304608529-0-1	29.55	29.55	29.55
02/11/2020	Bill	7304608529-0-2	485.43	485.43	485.43
02/11/2020	Bill	7304608529-0-3	54.71	54.71	54.71
02/04/2020	Bill	7304412350-0-2	33.75	33.75	33.75
03/01/2020	Bill	7305061504-0-1	386.29	386.29	386.29
03/01/2020	Bill	7304322765-0-1	184.43	184.43	184.43
03/01/2020	Bill	7304322765-0-2	142.56	142.56	142.56
03/01/2020	Bill	7304118418-0-1	29.99	29.99	29.99
03/01/2020	Bill	7304118418-0-2	51.79	51.79	51.79
03/01/2020	Bill	7304655214-0-1	42.37	42.37	42.37
03/01/2020	Bill	7304611986-0-1	130.46	130.46	130.46
03/01/2020	Bill	7304611986-0-2	32.99	32.99	32.99
03/01/2020	Bill	7304322776-0-1	139.99	139.99	139.99
Check Amount					1,922.13

1010 Cash:Checking Various -Office Supplies

1,922.13

URBAN LEAGUE OF ESSEX COUNTY

13043

03/11/2020 Staples Advantage

Date	Type	Reference	Original Amount	Balance Due	Payment
02/04/2020	Bill	7304412350-0-1	177.82	177.82	177.82
02/11/2020	Bill	7304608529-0-1	29.55	29.55	29.55
02/11/2020	Bill	7304608529-0-2	485.43	485.43	485.43
02/11/2020	Bill	7304608529-0-3	54.71	54.71	54.71
02/04/2020	Bill	7304412350-0-2	33.75	33.75	33.75
03/01/2020	Bill	7305061504-0-1	386.29	386.29	386.29
03/01/2020	Bill	7304322765-0-1	184.43	184.43	184.43
03/01/2020	Bill	7304322765-0-2	142.56	142.56	142.56
03/01/2020	Bill	7304118418-0-1	29.99	29.99	29.99
03/01/2020	Bill	7304118418-0-2	51.79	51.79	51.79
03/01/2020	Bill	7304655214-0-1	42.37	42.37	42.37
03/01/2020	Bill	7304611986-0-1	130.46	130.46	130.46
03/01/2020	Bill	7304611986-0-2	32.99	32.99	32.99
03/01/2020	Bill	7304322776-0-1	139.99	139.99	139.99
Check Amount					1,922.13

1010 Cash:Checking Various -Office Supplies

1,922.13



100811



Rev 2/14



0081

ULEC CHECK REQUEST FORM

STATEMENT DATE: 02/25/2020

PREPARED BY: Carmen Martinez

DUE DATE: 3/20/2020

PAYABLE TO: STAPLES ADVANTAGE

AMOUNT: \$1,922.13

BUDGET AVAILABLE: YES NO

COMMENTS: OFFICE SUPPLIES

COST CENTERS:		COST CENTERS:
111 ABBOTT		467 WORKFORCE UN-AIR
112.1 TODDLERS		502 ESG RENTAL ASST
\$211.57	334H HOUSING NRTC	561 LISC-HUD FOC
\$466.98	451 USJP	565 WELLS F FOC
\$329.90	454 PRU-WORKFORCE	600 ADMIN
\$569.69	460 IHOP - FDU	\$343.99 950 ALLOCATED EXP

ORDER #'S	AMOUNT	DESCRIPTION
7304322765-0-1	\$184.43	451 USJP
7304322765-0-2	\$142.56	451 USJP
7304322776-0-1	\$139.99	451 USJP
7304412350-0-1	\$177.82	334H-HOUSING NRTC
7304412350-0-2	\$33.75	334H-HOUSING NRTC
7304608529-0-1	\$29.55	460 IHOP - FDU
7304608529-0-2	\$485.43	460 IHOP - FDU
7304608529-0-3	\$54.71	460 IHOP - FDU
7304118418-0-1	\$29.99	950-Allocated
7304118418-0-2	\$51.79	950-Allocated
7304655214-0-1	\$42.37	950-Allocated
7304611986-0-1	\$130.46	950-Allocated
7304611986-0-2	\$32.99	950-Allocated
7305061504-0-1	\$56.39	950-Allocated
7305061504-0-1A	\$329.90	454 PRU-WORKFORCE 10 CASES OF PAPER
	<hr/>	
		\$1,922.13

ENTERED

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

DIRECTOR'S APPROVAL

DATE:

FINANCE APPROVAL PROCESS:

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

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

A/P INITIAL:

DATE: 3/11/20

FISCAL OFFICE APPROVAL:

PRESIDENT/CEO'S APPROVAL: ✓

CLASS CODE

CHECK #

334 460
451 950
454

130 43



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
Statement Date 02/25/20
Statement # 1628079792

Previous Account Balance	\$2,017.25
New Purchases	\$1,922.13
Other Charges/Credits	\$0.00
Payments	-\$2,017.25

Account Balance \$1,922.13

Credit Limit	\$7,500.00	Payment Due Date(s)	
Account Balance	\$1,922.13	03/20/20	\$1,922.13
Available Credit	\$5,577.87		

**FREE NEXT-DAY
DELIVERY.**

Because two days
is too long.



Order by 5 pm local time. Excludes weekends and holidays. Eligible items only. Order minimum of up to \$49.99 may apply.

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!

Pay online at <https://www.StaplesAdvantage.com>.

For questions, call Staples Business Credit at 877-457-6424 or email help@staplesbusinesscredit.com with questions.

Please detach and return stub with payment to address below.

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

Credit Account # 248098
Statement Date 02/25/20
Statement # 1628079792

Account Balance \$1,922.13

Address Change:

Amount Enclosed \$

1922-13

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



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

Credit Account #	248098
Staples Account #	10175466NYC
Statement Date	02/25/20
Statement #	1628079792

CREDITS & ADJUSTMENTS	CURRENT	PAST DUE			ACCOUNT BALANCE
		1-59 DAYS	60-89 DAYS	90+ DAYS	
		\$0.00	\$0.00	\$0.00	
		\$0.00	\$1,922.13	\$0.00	\$1,922.13

OPEN ITEMS

PO #	Budget Center	Order #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
	ACCOUNTING	7304118418-0-2	StaplesAdvantage.com	01/27/20	03/20/20	\$51.79	\$51.79
	ACCOUNTING	7304118418-0-1	StaplesAdvantage.com	01/28/20	03/20/20	\$29.99	\$29.99
	USJP	7304322765-0-1	StaplesAdvantage.com	02/03/20	03/20/20	\$184.43	\$184.43
	USJP	7304322765-0-2	StaplesAdvantage.com	02/03/20	03/20/20	\$142.56	\$142.56
	HOUSING	7304412350-0-1	StaplesAdvantage.com	02/04/20	03/20/20	\$177.82	\$177.82
	HOUSING	7304412350-0-2	StaplesAdvantage.com	02/04/20	03/20/20	\$33.75	\$33.75
	ALLOCATED	7304611986-0-1	StaplesAdvantage.com	02/11/20	03/20/20	\$130.46	\$130.46
	ALLOCATED	7304611986-0-2	StaplesAdvantage.com	02/11/20	03/20/20	\$32.99	\$32.99
	WORKFORCE	7304608529-0-1	StaplesAdvantage.com	02/11/20	03/20/20	\$29.55	\$29.55
	WORKFORCE	7304608529-0-2	StaplesAdvantage.com	02/11/20	03/20/20	\$485.43	\$485.43
	WORKFORCE	7304608529-0-3	StaplesAdvantage.com	02/11/20	03/20/20	\$54.71	\$54.71
	ALLOCATED	7304655214-0-1	StaplesAdvantage.com	02/12/20	03/20/20	\$42.37	\$42.37
	USJP	7304322776-0-1	StaplesAdvantage.com	02/12/20	03/20/20	\$139.99	\$139.99
	ALLOCATED	7305061504-0-1	StaplesAdvantage.com	02/24/20	03/20/20	\$386.29	\$386.29
						Account Balance	\$1,922.13

PURCHASES

PO #	Budget Center	Order #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
	ACCOUNTING	7304118418-0-2	StaplesAdvantage.com	01/27/20	03/20/20	\$51.79	\$51.79
	ACCOUNTING	7304118418-0-1	StaplesAdvantage.com	01/28/20	03/20/20	\$29.99	\$29.99
	USJP	7304322765-0-1	StaplesAdvantage.com	02/03/20	03/20/20	\$184.43	\$184.43
	USJP	7304322765-0-2	StaplesAdvantage.com	02/03/20	03/20/20	\$142.56	\$142.56
	HOUSING	7304412350-0-1	StaplesAdvantage.com	02/04/20	03/20/20	\$177.82	\$177.82
	HOUSING	7304412350-0-2	StaplesAdvantage.com	02/04/20	03/20/20	\$33.75	\$33.75
	ALLOCATED	7304611986-0-1	StaplesAdvantage.com	02/11/20	03/20/20	\$130.46	\$130.46
	ALLOCATED	7304611986-0-2	StaplesAdvantage.com	02/11/20	03/20/20	\$32.99	\$32.99
	WORKFORCE	7304608529-0-1	StaplesAdvantage.com	02/11/20	03/20/20	\$29.55	\$29.55
	WORKFORCE	7304608529-0-2	StaplesAdvantage.com	02/11/20	03/20/20	\$485.43	\$485.43
	WORKFORCE	7304608529-0-3	StaplesAdvantage.com	02/11/20	03/20/20	\$54.71	\$54.71
		7304655214-0-1	StaplesAdvantage.com	02/12/20	03/20/20	\$42.37	\$42.37
	USJP	7304322776-0-1	StaplesAdvantage.com	02/12/20	03/20/20	\$139.99	\$139.99
	ALLOCATED	7305061504-0-1	StaplesAdvantage.com	02/24/20	03/20/20	\$386.29	\$386.29
						Total Purchases	\$1,922.13

Continued on next page...



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

Credit Account #	248098
Staples Account #	10175466NYC
Statement Date	02/25/20
Statement #	1628079792

OTHER CHARGES AND CREDITS

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

PAYMENTS

Date	Payment Number	Amount
02/10/20	Check # 12933	-\$2,017.25
		Total Payments -\$2,017.25

Pay online at <https://www.StaplesAdvantage.com>

Contact Staples Business Credit at 877-457-6424 or email help@staplesbusinesscredit.com with questions.

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/26/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 2/26/2020
PAYABLE TO: Staples AMOUNT: \$ 466.98
COMMENTS: Supplies for USJP for all 3 counties. IN Vouchers: 7304322776-0-1, 7304322765-0-2,
7304322765-0-1,

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
- 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

PROGRAM DIRECTOR'S APPROVAL [Signature]

DATE: 03/05/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: fm

DATE: 3/11/20

FISCAL OFFICE APPROVAL

CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL ✓

CHECK #: _____

 ENTERED



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 #
7304322765-0-1

Purchase Details		Purchase Location	
Invoice Date	02/03/2020	Name	StaplesAdvantage.com
Budget Center	USJP	Address	PO Box 105638
Reference	GWENDOLYN MORRIS	Phone	Atlanta, GA 30348-5638
Type	Sale		(877) 457-6424
Authorization #	151602973		Ship To
Terms	Standard	ID	NEWARK
Due Date	03/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$184.43	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
116723	SPLS SINGLTAB FF LTR MAN 100PK	\$16.39	3.00	\$49.17
502850	BIC WITE-OUT EXACT LNR TAPE 4	\$10.26	4.00	\$41.04
905481	2 POCKET LAM PORT RED 10 PK	\$16.29	6.00	\$97.74
1798724	PUSH PINS TRANSLUCENT 200PK AS	\$2.19	1.00	\$2.19
	Adjustment	-\$5.71	1.00	-\$5.71
				Sub Total: \$184.43
				Sales Tax: \$0.00
				Invoice Total: \$184.43

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



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 #
7304322765-0-2

Purchase Details		Purchase Location	
Invoice Date	02/03/2020	Name	StaplesAdvantage.com
Budget Center	USJP	Address	PO Box 105638
Reference	GWENDOLYN MORRIS		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	151602464		Ship To
Terms	Standard	ID	NEWARK
Due Date	03/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$142.56	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
2839032	TRED REMAN HP 79A BLACK TONER	\$48.99	3.00	\$146.97
	Adjustment	-\$4.41	1.00	-\$4.41
			Sub Total:	\$142.56
			Sales Tax:	\$0.00
			Invoice Total:	\$142.56



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 #
7304322776-0-1

Purchase Details		Purchase Location	
Invoice Date	02/12/2020	Name	StaplesAdvantage.com
Budget Center	USJP	Address	PO Box 105638
Reference	GWENDOLYN MORRIS	Phone	Atlanta, GA 30348-5638
Type	Sale	ID	(877) 457-6424
Authorization #	153160299	Name	Ship To
Terms	Standard	Address	NEWARK
Due Date	03/20/2020		
Amount Due	\$139.99		URBAN LEAGUE OF ESSEX COUNTY
			508 CENTRAL AVE
			NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
24311722	TRU RED 100 SHEET AUTO SHDR	\$139.99	1.00	\$139.99
		Sub Total:		\$139.99
		Sales Tax:		\$0.00
		Invoice Total:		\$139.99



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 #
7304412350-0-1

Purchase Details		Purchase Location		<i>33411</i>
Invoice Date	02/04/2020	Name	StaplesAdvantage.com	
Budget Center	HOUSING	Address	PO Box 105638	
Reference	PATRICIA SERMON	Phone	Atlanta, GA 30348-5638	
Type	Sale	ID	(877) 457-6424	
Authorization #	151797905	Name	Ship To	
Terms	Standard	Address	NEWARK	
Due Date	03/20/2020			
Amount Due	\$177.82		URBAN LEAGUE OF ESSEX COUNTY	
			508 CENTRAL AVE	
			NEWARK, NJ 071071430	

SKU	Description	\$/Unit	Units	Total
516786	PARCHMENT PAPER GOLD 24LB LTR	\$38.49	1.00	\$38.49
177311	22-27IN FLDR FRAME LETTER 2PK	\$9.99	1.00	\$9.99
831610	STAPLES LGE BINDERCLIPS 12CT	\$4.19	8.00	\$33.52
395200	STPLS 144CT MED.BINDER CLIPS	\$16.79	1.00	\$16.79
483552	VIOLET HNGNG FLDR LTR 25CT	\$28.20	1.00	\$28.20
472480	STAPLES #1 PPR CLP 1000CT	\$5.29	1.00	\$5.29
472514	STAPLES JMB PPR CLP N/S 1000CT	\$10.59	1.00	\$10.59
926455	CREST CER COVER RED 12X9.375	\$6.99	5.00	\$34.95

Sub Total: \$177.82
Sales Tax: \$0.00
Invoice Total: \$177.82

ENTERED



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 #
7304412350-0-2

334H

Purchase Details		Purchase Location	
Invoice Date	02/04/2020	Name	StaplesAdvantage.com
Budget Center	HOUSING	Address	PO Box 105638
Reference	PATRICIA SERMON		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	151797288		Ship To
Terms	Standard	ID	NEWARK
Due Date	03/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$33.75	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
506540	1/3 LETTER SIZE FOLDERS	\$33.75	1.00	\$33.75
			Sub Total:	\$33.75
			Sales Tax:	\$0.00
			Invoice Total:	\$33.75

✓ ENTERED

ULEC CHECK REQUEST FORM

INVOICE DATE: 2/11/2020 PREPARED BY: Alice Frazier PERIOD COVERED: 2/11/2020

PAYABLE TO: Staples AMOUNT: \$ 569.67 69

INVOICE # 7304608529-0-1 BUDGET AVAILABLE: YES NO: DUE DATE: 2/11/2020
7304608529-0-2 7304608529-0-3

COMMENTS:

COST CENTERS:	AMOUNT
111 ABBOTT	
111F FOOD PROGRAM	
112 EHS-LEAGUERS	
114 SUMMER CAMP	
222 DCF-CODING	
223 OICA	
225 AMERICORPS	
467 WORKFORCE-UA	

COST CENTERS:	AMOUNT
460 IHOP-FDU	✓
368 WELLSFARGO-NR	
600 ADMIN	
620 CFO	
650 FACILITIES	
760 ULEC GALA	
910 STREET FAIR	
950 ALLOCATED EXP	

ENTERED
3/5/20 

GL CODES:

- 1410 ADVANCES
- 7240 EMPLOYEE BENEFITS
- 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
- 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
- 8227 EQUIPMENT RENTAL
- 8228 POSTAGE LEASE
- 8230 BUILDING REPAIR & MAINTENANCE
- 8231 BUILDING REPAIR & MAINTENANCE - ALARM SERVICES
- 8233 BUILDING REPAIR & MAINTENANCE - TRASH REMOVAL
- 8235 BUILDING REPAIR & MAINTENANCE - EXTERMINATING

GL CODES:

- 8240 MAINTENANCE SUPPLIES
- 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
- 8425 EXPUNGEMENT
- 8430 JOB TRAINING
- 8435 GED & ABE CLASSES
- 8445 FOOD & RELATED SUPPLIES
- 8450 PROGRAM TRAINING
- 8460 STIPENDS & ASSISTANCE
- 8470 FOOD FOR CLASSES
- 8510 INTEREST EXPENSE - GENERAL
- 8520 INSURANCE - NON EMPLOYMENT RELATED
- 8525 SPECIAL EVENT EXPENSES
- 8530 MEMBERSHIP DUES - ORGANIZATIONS
- 8540 STAFF DEVELOPMENT/TRAINING
- 8560 PROCESSING FEES
- 8570 ADVERTISING/MARKETING EXP
- 8580 LICENSES & FEES

PROGRAM DIRECTOR'S APPROVAL  **ENTERED**

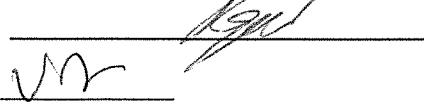
DATE: 2/19/20

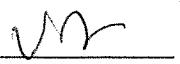
FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

A/P INITIAL: 

DATE: 3/5/20

FISCAL OFFICE APPROVAL: 

PRESIDENT/CEO'S APPROVAL 

CLASS CODE 460

CHECK # _____



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 #
7304608529-0-1

Purchase Details		Purchase Location	
Invoice Date	02/11/2020	Name	StaplesAdvantage.com
Budget Center	WORKFORCE	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	152951094		Ship To
Terms	Standard	ID	NEWARK
Due Date	03/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$29.55	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
2030247	ALL IN ONE BLACK WIRE MESH	\$30.46	1.00	\$30.46
	Adjustment	-\$0.91	1.00	-\$0.91
			Sub Total:	\$29.55
			Sales Tax:	\$0.00
			Invoice Total:	\$29.55



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 #
7304608529-0-2

Purchase Details		Purchase Location	
Invoice Date	02/11/2020	Name	StaplesAdvantage.com
Budget Center	WORKFORCE	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	152951338		Ship To
Terms	Standard	ID	NEWARK
Due Date	03/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$485.43	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
633188	HVYWEIGHT SHEET PROTECTOR 50PK	\$10.44	3.00	\$31.32
418924	WESTPORT CARDFILE BLACK 96	\$11.49	2.00	\$22.98
1612062	HP 63XL HYBLK/63 TRI-CLR 2PK	\$65.99	1.00	\$65.99
122085	CARTERS #1 FELT PAD BLACK	\$4.11	2.00	\$8.22
143297	STAPLES #64-RBBR BNDS 1/4 LB	\$3.67	1.00	\$3.67
202184	POST-IT 3X3 POP CNRY 12P	\$17.42	1.00	\$17.42
483018	BIC WITE-OUT CORECTION TAPE 10	\$12.49	1.00	\$12.49
24380496	TR 7IN SCISSOR ST	\$4.99	2.00	\$9.98
415489	AVY 1X2 5/8 IJ LBL 25SH	\$14.49	1.00	\$14.49
480114	STAPLES SML BINDER CLP 144CT	\$10.29	1.00	\$10.29
395200	STPLS 144CT MED.BINDER CLIPS	\$16.79	1.00	\$16.79
126474	PAPER CLIPS #1	\$5.49	1.00	\$5.49
103549	MEDIUM BINDER CLIPS 12-CT.	\$1.89	1.00	\$1.89
2656755	GLUE STIC 26OZ 6 PK CLR	\$3.79	1.00	\$3.79
917860	P-TOUCH TAPE 1/2IN BLK/WHT	\$11.89	2.00	\$23.78
538280	LSR LBL FILE FOLDER INK/RED	\$42.99	1.00	\$42.99
614617	FLDR CLASS 100% RCYCL LTR RED	\$41.77	5.00	\$208.85
	Adjustment	-\$15.00	1.00	-\$15.00

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

Credit Account #: 248098
Staples Account #
10175466NYC
Order #: 7304608529-0-2
Printed on 03/05/2020

SKU	Description	\$/Unit	Units	Total
			Sub Total:	\$485.43
			Sales Tax:	\$0.00
			Invoice Total:	\$485.43



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 #
7304608529-0-3

Purchase Details		Purchase Location	
Invoice Date	02/11/2020	Name	StaplesAdvantage.com
Budget Center	WORKFORCE	Address	PO Box 105638
Reference	JOANNA MARTINEZ	Phone	Atlanta, GA 30348-5638
Type	Sale	Ship To	(877) 457-6424
Authorization #	152951066	ID	NEWARK
Terms	Standard	Name	URBAN LEAGUE OF ESSEX COUNTY
Due Date	03/20/2020	Address	508 CENTRAL AVE
Amount Due	\$54.71		NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
521229	FOLDER HGING STRAIGHT LTR GN	\$11.28	5.00	\$56.40
	Adjustment	-\$1.69	1.00	-\$1.69
			Sub Total:	\$54.71
			Sales Tax:	\$0.00
			Invoice Total:	\$54.71

RE: Staples

Alice Frazier <afrazier@ulec.org>

Thu 3/5/2020 11:53 AM

To: Roger Rucks <rrucks@ulec.org>

Cc: Gregory Ward <gward@ulec.org>; Patricia Mise <pmise@ulec.org>; Patricia Sermon <psermon@ulec.org>

Good Afternoon Mr. Rucks,

Thanks for the follow-up.

For the purpose of not delaying this matter further, you could allocate the cost to IHOP. Thanks

Sincerely,

Alice Frazier

Vice President, Workforce Development

Urban League of Essex County

508 Central Avenue

Newark, New Jersey 07107

973-624-9535, Ext. 267



Urban League of
Essex County

From: Roger Rucks <rrucks@ulec.org>

Sent: Thursday, March 5, 2020 11:36 AM

To: Alice Frazier <afrazier@ulec.org>

Cc: Gregory Ward <gward@ulec.org>; Patricia Mise <pmise@ulec.org>; Patricia Sermon <psermon@ulec.org>

Subject: Re: Staples

Good morning Ms. Frazier,

A friendly follow-up on my Feb 19, 2020 email.

Staples invoice is due within the next few days. I'm forced to make payment to avoid any additional expenses.

Please advise "Cost Center" ASAP.

Thank you!

From: Alice Frazier <afrazier@ulec.org>

Sent: Wednesday, February 19, 2020 3:53 PM

To: Roger Rucks <rrucks@ulec.org>

Cc: Gregory Ward <gward@ulec.org>; Patricia Mise <pmise@ulec.org>; Patricia Sermon <psermon@ulec.org>

Subject: RE: Staples

Good Afternoon Mr. Rucks,

Currently, I am reviewing my expenses. I will advise you once I have updated my reports. Thanks

Sincerely,

Alice Frazier

Vice President, Workforce Development

Urban League of Essex County

508 Central Avenue

Newark, New Jersey 07107

973-624-9535, Ext. 267



Urban League of
Essex County

From: Roger Rucks <ruckles@ulec.org>
Sent: Wednesday, February 19, 2020 3:09 PM
To: Alice Frazier <afrrazier@ulec.org>
Cc: Gregory Ward <gward@ulec.org>; Patricia Mise <pmise@ulec.org>
Subject: Staples

Ms. Frazier,

Need to trouble you to provide the "Cost Center" to whom you're charging the attached pdf invoice to.

Thank you,

R Rucks
Finance Dept.
Urban League of Essex County



Orders with a future delivery date will reflect current prices at time of shipment. Items shipped direct from the manufacturer are not eligible for future delivery and will be shipped separately.

This order received \$321.52 in Premium savings

Order Number: 7304608529

Order status: Submitted

Placed on: February 11, 2020

Shipping Information

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

Accounting Information

Budget Center
WORKFORCE
PO
PO Release

Order Receipt

Order Sub-Total:	\$891.19
Premium Savings:	-\$303.90
Order Size Discount:	-\$17.62
Pretax Subtotal	\$569.67
Total	\$569.67

Items 1 to 19 of 19



Staples Recycled Pressboard Classification
Folders, 2/5-Cut Tab, Letter Size, 2 Dividers,
Brick Red, 20/Box (614617/98764SB)

\$41.77
20/BX
\$97.79

Customer Item # 614617
Item # 614617
MFR Item # TR614617/614617



Avery Laser/Inkjet File Folder Labels, 2/3" x 3
7/16", Red, 30 Labels/Sheet, 50 Sheets/Box
(5066)

\$42.99
1500/BX
Qty. 1

Item # 538280
MFR Item # 05066



Staples Hanging File Folders, Letter Size,
Standard Green, 25/Box (521229)

\$11.28
25/BX
Qty. 5

Customer Item # 521229
Item # 521229
MFR Item # TR521229/521229

\$14.14



Brother TZE231 Label Maker Tape, 0.47"W,
Black On White

\$11.89
1/EA
Qty. 2

Customer Item # 917860
Item # 917860
MFR Item # TZE231

\$13.59



Avery Clear Application Permanent Glue Stics,
0.26 oz, 6/Pk (98095)

\$3.79
6/PK
Qty. 1

Item # 2656755
MFR Item # 98095



Staples Medium Binder Clips, Medium, Black, 12/Pack (15351) \$1.89 12/PK Qty. 1 \$1.89

Customer Item # 103549
Item # 103549
MFR Item # 15351
\$2.09



ACCO Economy #1 Paper Clips, Silver, 100/Box, 10 Boxes/Pack (A7072380) \$5.49 1000/PK Qty. 1 \$5.49

Customer Item # 126474
Item # 126474
MFR Item # 72380
\$7.29



Staples Medium Binder Clips, Medium, Black, 144/Pack (32003) \$16.79 144/PK Qty. 1 \$16.79

Customer Item # 395200
Item # 395200
MFR Item # 32003
\$17.29



Staples 0.75"W Binder Clips, Small, Black, 144/Pack (32002) \$10.29 144/PK Qty. 1 \$10.29

Customer Item # 480114
Item # 480114
MFR Item # 32002
\$10.79



Avery Easy Peel Inkjet Address Labels, 1" x 2 5/8", White, 30/Sheet, 25 Sheets/Pack (8160) \$14.49 750/PK Qty. 1 \$14.49

Item # 415489
MFR Item # 08160



TRU RED™ 7" Stainless Steel Scissors, Straight Handle, Right & Left Handed (TR55047) \$4.99 1/EA Qty. 2 \$9.98

Item # 24380495
MFR Item # TR55047



BIC Wite-Out EZ Correct Correction Tape, 10/Pack (50790) \$12.49 10/PK Qty. 1 \$12.49

Customer Item # 483018
Item # 483018
MFR Item # 50790
\$18.99



Post-it® Pop-up Notes, 3" x 3" Canary Yellow, 100 Sheets/Pad, 12 Pads/Pack (R330-YW) \$17.42 12/DZ Qty. 1 \$17.42

Item # 202184
MFR Item # R330YW



Staples Economy Rubber Bands, #64, 1/4 lb. Bag, 95/Pack (28611-CC) \$3.67 95/PK Qty. 1 \$3.67

Item # 143297
MFR Item # 28611CC



Avery Carter's Stamp Pad, Black Ink (21081) \$4.11 1/EA Qty. 2 \$8.22

Item # 122085
MFR Item # 21081



HP 63XL/63 Black High Yield, Tri-Color Standard Yield Ink Cartridges, 2/Pack (L0R48AN) \$65.99 Qty. 1 \$65.99

Customer Item # 1612062
Item # 1612062
MFR Item # L0R48AN#140



Cardinal Card File, Black, 96 Card Capacity (CRD 34422) \$11.49 Qty. 2 \$22.98

Customer Item # 418924
Item # 418924
MFR Item # 34422



Staples Heavyweight Sheet Protectors, Clear, 50/Box (34749) \$10.44 Qty. 3 \$31.32

Item # 633188
MFR Item # 34749US



Staples All-in-One Wire Mesh Desk Organizer, Black (29491) \$30.46 Qty. 1 \$30.46

Item # 2030247
MFR Item # 29491

Items 1 to 19 of 19

ULEC CHECK REQUEST FORM

INV DATE: 3/1/20 PREPARED BY: J. Martinez PERIOD COVERED: February 2020
 PAY TO: Staples AMOUNT: \$343.99
 INVOICE #: (various) BUDGET AVAILABLE: YES NO DUE DATE: 3/13/20
 COMMENTS: Office Supplies

COST CENTERS:	COST CENTERS:	COST CENTERS:	COST CENTERS:
041 SE THRIFT	334F FOC NRTC	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	339 ULEC OPPORT CORP	561 LISC-HUD FOC	610 CEO
222 DYFS - CODING	366 STREET FAIR	563 PRU FOC	620 CFO
225 AMERICORPS	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	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

PROGRAM DIRECTOR'S APPROVAL _____

DATE: _____

ENTERED

FINANCE APPROVAL PROCESS: _____

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

A/P INITIAL: _____

DATE: _____

FISCAL OFFICE APPROVAL: _____

PRESIDENT/CEO'S APPROVAL: _____

CLASS CODE: _____

CHECK # _____



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 #
7304118418-0-1

Purchase Details		Purchase Location	
Invoice Date	01/28/2020	Name	StaplesAdvantage.com
Budget Center		Address	PO Box 105638
Reference	GREG WARD		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	150676081		Ship To
Terms	Standard	ID	NEWARK
Due Date	03/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$29.99	Address	508 CENTRAL AVE NEWARK, NJ 071071430

950 - Allocated

SKU	Description	\$/Unit	Units	Total
IM1Q42773	DYMO FILE LABELS - 450 FITS	\$29.99	1.00	\$29.99
			Sub Total:	\$29.99
			Sales Tax:	\$0.00
			Invoice Total:	\$29.99



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 #
7304118418-0-2

Purchase Details		Purchase Location	
Invoice Date	01/27/2020	Name	StaplesAdvantage.com
Budget Center		Address	PO Box 105638
Reference	GREG WARD		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	150470932		Ship To
Terms	Standard	ID	NEWARK
Due Date	03/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$51.79	Address	508 CENTRAL AVE NEWARK, NJ 071071430

950 Allocated

SKU	Description	\$/Unit	Units	Total
24383776	1TB SLIM PORTABLE RED	\$51.79	1.00	\$51.79
			Sub Total:	\$51.79
			Sales Tax:	\$0.00
			Invoice Total:	\$51.79



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 #
7304655214-0-1

Purchase Details		Purchase Location	
Invoice Date	02/12/2020	Name	StaplesAdvantage.com
Reference		Address	PO Box 105638
Type	Sale		Atlanta, GA 30348-5638
Authorization #	153160844	Phone	(877) 457-6424
Terms	Standard		Ship To
Due Date	03/20/2020	ID	NEWARK
Amount Due	\$42.37	Name	URBAN LEAGUE OF ESSEX COUNTY
		Address	508 CENTRAL AVE
			NEWARK, NJ 071071430

950 Allocated

SKU	Description	\$/Unit	Units	Total
24390990	FORK HD PLASTIC BLACK 100PK	\$3.49	1.00	\$3.49
24390997	KNIVES HD PLASTIC BLACK 100PK	\$4.39	1.00	\$4.39
24375254	PERK PAPER HOT CUP 100Z 500CT	\$34.49	1.00	\$34.49
			Sub Total:	\$42.37
			Sales Tax:	\$0.00
			Invoice Total:	\$42.37



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 #
7304611986-0-1

Purchase Details		Purchase Location	
Invoice Date	02/11/2020	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	152951345		Ship To
Terms	Standard	ID	NEWARK
Due Date	03/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$130.46	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
495561	FIRST AID KIT REFILL 104/PIECE	\$18.29	1.00	\$18.29
2772891	12IN SS RULER CORK BASE	\$3.29	3.00	\$9.87
394057	ENV PULL & SEAL SEC #10 -100	\$11.11	2.00	\$22.22
2661486	STD VIEW BNDR 2 INCH 6PK WT	\$38.69	1.00	\$38.69
2723723	3IN HD BINDER BULK PK BLACK	\$41.39	1.00	\$41.39
				Sub Total: \$130.46
				Sales Tax: \$0.00
				Invoice Total: \$130.46

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



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 #
7304611986-0-2

Purchase Details		Purchase Location	
Invoice Date	02/11/2020	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	152950885		Ship To
Terms	Standard	ID	NEWARK
Due Date	03/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$32.99	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
IM12GG574	Z207 SPEAKERS BLUETOOTH BLACK	\$32.99	1.00	\$32.99
			Sub Total:	\$32.99
			Sales Tax:	\$0.00
			Invoice Total:	\$32.99

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



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 #
7305061504-0-1

Purchase Details		Purchase Location	
Invoice Date	02/24/2020	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	JOANNA MARTINEZ	Phone	Atlanta, GA 30348-5638
Type	Sale	Ship To	(877) 457-6424
Authorization #	154931594	ID	NEWARK
Terms	Standard	Name	URBAN LEAGUE OF ESSEX COUNTY
Due Date	03/20/2020	Address	508 CENTRAL AVE
Amount Due	\$386.29		NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
2008241	**10 CASES COPY PAPER**	\$329.90	A 1.00	\$329.90
24394010	COMPOSTBAGASSEPLATE 9IN 250PK	\$22.49	B 1.00	\$22.49
328426	ULTRAHEAVYWEIGHT 12 OZ PAPERBO	\$11.79	B 1.00	\$11.79
1949018	CLOROX WIPES VALUE PK 3/75CT	\$11.59	B 1.00	\$11.59
333584	CANON HS-1200TS CALCULATOR	\$11.89	B 1.00	\$11.89
	Adjustment	-\$1.37	B 1.00	-\$1.37
				Sub Total: \$386.29
				Sales Tax: \$0.00
				Invoice Total: \$386.29

(A) 454 WORKFORCE (B) 950 Alloc
\$329.90 386.29

- 329.90

\$56.39



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

454-Prudential Workforce

#32990

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

Credit Account #
248098
Staples Account #
10175466NYC
Order #
7305061504-0-1

Purchase Details		Purchase Location	
Invoice Date	02/24/2020	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	154931594		Ship To
Terms	Standard	ID	NEWARK
Due Date	03/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$386.29	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description		\$/Unit	Units	Total
2008241	**10 CASES COPY PAPER**	(Alice)	\$329.90	1.00	\$329.90
24394010	COMPOSTBAGASSEPLATE 9IN 250PK		\$22.49	1.00	\$22.49
328426	ULTRAHEAVYWEIGHT 12 OZ PAPERBO		\$11.79	1.00	\$11.79
1949018	CLOROX WIPES VALUE PK 3/75CT		\$11.59	1.00	\$11.59
333584	CANON HS-1200TS CALCULATOR		\$11.89	1.00	\$11.89
	Adjustment		-\$1.37	1.00	-\$1.37
			Sub Total:		\$386.29
			Sales Tax:		\$0.00
			Invoice Total:		\$386.29

✓ ENTERED