

ULEC CHECK REQUEST FORM

INVOICE DATE: 3/24/2020 REQUESTED BY PATRICIA MISE PERIOD: 03/12/20 - 03/24/20

PAYABLE TO: PATRICIA MISE AMOUNT: \$ 2,450.00

INVOICE # 20200302 BUDGET AVAILABLE: YES NO: DUE DATE: 3/27/2020

COMMENTS: _____

COST CENTER:

X 950 ALLOCATED EXP

GL CODES:

____ 1420 PREPAID EXPENSES
____ 7510 FUNDRAISING FEES
X 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
____ 8227 EQUIPMENT RENTAL

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
____ 8540 STAFF DEVELOPMENT/TRAINING

PROGRAM DIRECTOR'S APPROVAL _____ DATE: _____

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO A/P INITIAL: _____ DATE: _____

FISCAL OFFICE APPROVAL: _____ CLASS CODE 950 _____

PRESIDENT/CEO'S APPROVAL _____ CHECK # _____

Patricia Mise

Invoice Date 3/24/2020

Invoice Number 20200302

Bill To:

Finance Department
Urban League of Essex County
508 Central Avenue
Newark, NJ 07107
(973)-624-9535

DESCRIPTION	# OF HOURS	RATE	AMOUNT
Billing for	70.00	\$ 35	\$ 2,450.00
A/P		20.00	
Banking		15.00	
Payroll & HR		8.00	
Grant Reports		10.00	
Credit Card Transactions		2.00	
Floyd Project		25.00	
Training		15.00	
Total Hours		95.00	
Total			\$ 2,450.00