

CASH DISBURSEMENTS VOUCHER FORM

ABBOTT

REQUESTED DATE: 10/1/19 REQUESTED BY: H. Wilson PERIOD COVER: 10/1/19  
 PAYABLE TO: All My Children School Services AMOUNT: \$600.00 COMMENTS: Do not mail - Pick up only

GL CODES:

☐ 7260 PAYROLL SERVICE FEES  
☐ 7520 ACCOUNTING FEES  
☐ 7540 INSTRUCTORS/CONSULTANTS/SUBS  
☐ 8110 SUPPLIES  
☐ 8130 TELEPHONE & COMMUNICATIONS  
☐ 8160 COMPUTER SOFTWARE & HARDWARE  
☐ 8170 PRINTING & COPYING  
☐ 8180 BOOKS, SUBSCRIPTIONS, REFERENCE  
☐ 8205 RENT, PARKING & OTHER OCCUPANCY  
☐ 8210 UTILITIES  
☐ 8220 EQUIPMENT RENTAL, REPAIR & MAINT  
☐ 8230 BUILDING REPAIR & MAINTENANCE  
☐ 8240 MAINTENANCE SUPPLIES  
☒ 8299 SECURITY  
☒ 8310 TRANSPORTATION & PARKING

GL CODES:

☐ 8320 MEALS (for meetings)  
☐ 8350 CONFERENCE, CONVENTIONS, MEETINGS  
☒ 8360 FIELD TRIPS  
☐ 8405 CLASSROOM MATERIALS & SUPPLIES  
☐ 8410 CLASSROOM TECHNOLOGY  
☐ 8420 TUTORING  
☐ 8425 EXPUNGEMENT SERVICES  
☐ 8430 JOB TRAINING  
☐ 8440 MENTORING  
☐ 8445 FOOD & RELATED SUPPLIES  
☐ 8520 INSURANCE - NON EMPLOYMENT RELATED  
☐ 8530 MEMBERSHIP DUES - ORGANIZATIONS  
☐ 8540 STAFF DEVELOPMENT/TRAINING  
☐ 8560 PROCESSING FEES  
☐ 8570 ADVERTISING/MARKETING EXP



PROGRAM DIRECTOR'S APPROVAL: [Signature] DATE: 10/1/19

FINANCE APPROVAL PROCESS:

SUPPORTING DOCS ATTACHED: ☒ YES ☐ NO VERIFIABLE INITIAL: [Signature] DATE: 10/02/19

FISCAL OFFICE APPROVAL: [Signature]

PRESIDENT/CEO'S APPROVAL: Class III  
Check 210

☒ ENTERED [Signature]

**PAID**

10/10/2019

All my Children School Services

0210

Date	Type	Reference	Original Amount	Balance Due	Payment
10/01/2019	Bill	10/1*2019	600.00	600.00	600.00
		Check Amount			600.00

1012 Cash:Checking 111 ABBOTT - Field Trip 10/01/19 Transportation

600.00

## FIELD TRIP QUOTE

**ALL MY CHILDREN SCHOOL SERVICES****SAFETY FIRST**

P.O Box 7325  
 Newark, NJ 07107  
 Phone: (973)445-6500  
 Fax: (973)732-6766



NVOICE No.

10/1\*2019

Bill To

Urban League

Address

508 Central Avenue Newark

1-Oct-19

Phone

Cell

Contact

Pick Up Time

10am

Return Time

12pm

Pick Up Location	508 Central Avenue Newark		
Destination	Whigham Farms Norristown		
Trip Date	10/1/2019	Number of travelers	
Service	Description	Amount per Bus	Total Amount
2-54 Passengers	Field Teip	\$300.00	\$600.00
Parking Fee		\$0.00	\$0.00
Extra Stop		\$0.00	\$0.00
Other		\$0.00	\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
P.S Cancellation less than 1 week notice is subject to 50% fee		Subtotal	\$600.00
		Tax	\$0.00
		Total	\$600.00

P.S Cancellation less than 1 week notice is subject to 50% fee



Deposit Received	\$0.00
Invoice Total	\$600.00
Total Amount Due	\$600.00
Amount Paid	

Thanks for letting us  
serve you!