

ULEC CHECK REQUEST FORM

INV DATE: 2/5/2020 PREPARED BY: Julie Cohn PERIOD COVERED: February
 PAY TO: Sincox Associates Architects / Planners AMOUNT: \$3,280.00
 INVOICE # 258 BUDGET AVAILABLE: YES NO DUE DATE: 3/13/2020
 COMMENTS: Site plan and preliminary design

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: J. CohnDATE: 3/12/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NOA/P INITIALS: BJDDATE: 3/12/20FISCAL OFFICE APPROVAL: RGWPRESIDENT/CEO'S APPROVAL: VJCLASS CODE: 221

CHECK #

ENTERED
3/18/20 MAB

INVOICE FOR ARCHITECTURAL SERVICES

PROJECT: DATE: February 5, 2020
152 Littleton Avenue
INVOICE NO: 258

TO: ARCHITECT'S
The Urban League of Essex County PROJECT NO: I-1928
508 Central Avenue
Newark, NJ 07107
Attn: Julio Colon

In accordance with the Owner-Architect agreement, there is due at this time for Architectural Services on the above project, for the period ending February 4, 2020 the sum of Four Thousand Two Hundred Eighty Dollars. (\$ 4,280.00).

THE AMOUNT IS DUE Upon Receipt

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TOTAL BASIC SERVICES INVOICED TO DATE:	\$ 4,280.00
TOTAL SUPPLEMENTARY SERVICES INVOICED TO DATE:	\$ 0.00
TOTAL REIMBURSABLE SERVICES INVOICED TO DATE:	\$ 0.00

BASIC SERVICES THIS BILLING PERIOD:

Start laying out site plan, preliminary design ready for client review	
Principal 10 hrs. x \$160/hr.	\$ 0,000.00
Registered Architect 0 hrs. x \$140/hr.	.00
Intern Architect 8 hrs. x \$80/hr.	640.00
Draftsperson 44 hrs. x \$60/hr.	2,640.00
Clerical 0 hrs. x \$40/hr.	\$.00
TOTAL BASIC SERVICES DUE THIS BILLING PERIOD	\$ 3,280.00

**SUPPLEMENTARY SERVICES THIS BILLING PERIOD:**

Principal 0 hrs. x \$160/hr.	\$ 80.00
Registered Architect 0 hrs. x \$140/hr.	.00
Intern Architect 0 hrs. x \$80/hr.	.00
Draftsperson 0 hrs. x \$60/hr.	.00
Clerical 0 hrs. x \$40/hr.	\$.00
TOTAL SUPPLEMENTARY SERVICES DUE THIS BILLING PERIOD	\$ 0.00

REIMBURSABLE EXPENSES:

None	\$ 0.00
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RETAINER: (\$ 1,000.00)

OUTSTANDING INVOICES:

No. 247 (retainer) pd on ck# 1667 1/30/20 \$ 1,000.00
cleared on 2/7/20

TOTAL COMPENSATION DUE THIS INVOICE: \$ 4,280.00

SINCOX ASSOCIATES ARCHITECTS/PLANNERS
P.O. Box 2696, WESTFIELD, NJ 07091-2696

908-232-8188

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

BANK OF AMERICA, NA
55-33/212

13228

03/18/2020

PAY TO THE
ORDER OF

Sincox Associates Architects/Planners

\$ **3,280.00

Three thousand two hundred eighty and 00/100*****

DOLLARS



PROTECTED AGAINST FRAUD

Sincox Associates Architects/Planners
414 1st St
Westfield, NJ 07090
United States



Vivian Orr-Sasse



MEMO

221: 152 Littleton Ave 2nd Egress Site Plan & Prelim

13228 1013228 10212003391 000238003973

URBAN LEAGUE OF ESSEX COUNTY

13228

03/18/2020 Sincox Associates Architects/Planners

Date	Type	Reference	Original Amount	Balance Due	Payment
02/05/2020	Bill	258	3,280.00	3,280.00	3,280.00
Check Amount					

1010 Cash:Checking 221: 152 Littleton Ave 2nd Egress Site Plan & Preliminary Design 3,280.00

URBAN LEAGUE OF ESSEX COUNTY

13228

03/18/2020 Sincox Associates Architects/Planners

Date	Type	Reference	Original Amount	Balance Due	Payment
02/05/2020	Bill	258	3,280.00	3,280.00	3,280.00
Check Amount					

PAYMENT
RECORD

1010 Cash:Checking 221: 152 Littleton Ave 2nd Egress Site Plan & Preliminary Design

3,280.00

