

ULEC CHECK REQUEST FORM

STATEMENT DATE: 1/25/2020 PREPARED BY: Roger Rucks DUE DATE: 2/20/2020

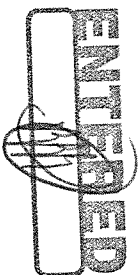
PAYABLE TO: STAPLES ADVANTAGE AMOUNT: \$2,017.25

BUDGET AVAILABLE: YES NO:

COMMENTS: OFFICE SUPPLIES

COST CENTERS:		COST CENTERS:		OTHER	
\$565.56	111 ABBOTT				
	112.1 TODDLERS		561 LISC-HUD FOC		
\$465.27	451 USJP		565 WELLS F FOC		
	467 WORKFORCE UN-AIR		600 ADMIN		
\$192.31	502 ESG RENTAL ASST	\$794.11	950 ALLOCATED EXP		

ORDER #'S	AMOUNT DESCRIPTION
7303329877-0-1	451 USJP \$465.27
7303780750-0-1	111 Abbott \$555.38
7303780750-0-2	111 Abbott \$10.18
7303322047-01-1	950-Allocated \$231.86
7303322389-0-1	950-Allocated \$40.29
7303361764-0-1	950-Allocated \$299.00
7303600436-0-1	950-Allocated \$18.89
7303599596-0-1	950-Allocated \$204.07
7303624830-0-1	502 Housing \$174.72
7303624830-0-2	502 Housing \$17.59
	<u>\$2,017.25</u>



- GL CODES:
- X 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
 - 8410 CLASSROOM TECHNOLOGY
 - 8415 COMMUNITY SERVICE PROJECT

DIRECTOR'S APPROVAL [Signature]

DATE: _____

SCANNED

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

A/P INITIAL: [Signature]

DATE: 1/29/20

FISCAL OFFICE APPROVAL: [Signature]

PRESIDENT/CEO'S APPROVAL: [Signature]

CLASS CODE

various

CHECK #

18933

Credit Account #	248098
Staples Account #	10175466NYC
Statement Date	01/25/20
Statement #	1627592720
Previous Account Balance	\$934.81
New Purchases	\$2,017.25
Other Charges/Credits	\$0.00
Payments	-\$934.81

Account Balance **\$2,017.25**

Credit Limit	\$7,500.00
Account Balance	\$2,017.25
Available Credit	\$5,482.75

Payment Due Date(s)	
02/20/20	\$2,017.25

Because today's
is too long.



Order by 5 pm local time. Excludes weekends and holidays. Eligible items only. Order minimum of up to \$49.00 may apply.

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.

Credit Account #	248098
Statement Date	01/25/20
Statement #	1627592720

Account Balance **\$2,017.25**

Address Change:

Amount Enclosed \$

2017.25

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

[illegible]



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

Credit Account # 248098
Staples Account # 10175466NYC
Statement Date 01/25/20
Statement # 1627592720

CREDITS & ADJUSTMENTS	CURRENT	PAST DUE			ACCOUNT BALANCE
		1-59 DAYS	60-89 DAYS	90+ DAYS	
\$0.00	\$2,017.25	\$0.00	\$0.00	\$0.00	\$2,017.25

OPEN ITEMS

PO #	Budget Center	Order #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
950	ALLOCATED	7303322047-0-1	StaplesAdvantage.com	12/30/19	02/20/20	\$231.86	\$231.86
950	ALLOCATED	7303322389-0-1	StaplesAdvantage.com	12/30/19	02/20/20	\$40.29	\$40.29
950	Allocated	7303361764-0-1	StaplesAdvantage.com	01/02/20	02/20/20	\$299.00	\$299.00
451	USJP	7303329877-0-1	StaplesAdvantage.com	01/03/20	02/20/20	\$465.27	\$465.27
450	ALLOCATED	7303600436-0-1	StaplesAdvantage.com	01/08/20	02/20/20	\$18.89	\$18.89
950	ALLOCATED	7303595956-0-1	StaplesAdvantage.com	01/09/20	02/20/20	\$204.07	\$204.07
502	HOUSING	7303624830-0-1	StaplesAdvantage.com	01/09/20	02/20/20	\$174.72	\$174.72
502	HOUSING	7303624830-0-2	StaplesAdvantage.com	01/09/20	02/20/20	\$17.59	\$17.59
111	ABBOTT	7303780750-0-1	StaplesAdvantage.com	01/14/20	02/20/20	\$555.38	\$555.38
111	ABBOTT	7303780750-0-2	StaplesAdvantage.com	01/21/20	02/20/20	\$10.18	\$10.18
						Account Balance	\$2,017.25

PURCHASES

PO #	Budget Center	Order #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
	ALLOCATED	7303322047-0-1	StaplesAdvantage.com	12/30/19	02/20/20	\$231.86	\$231.86
	ALLOCATED	7303322389-0-1	StaplesAdvantage.com	12/30/19	02/20/20	\$40.29	\$40.29
		7303361764-0-1	StaplesAdvantage.com	01/02/20	02/20/20	\$299.00	\$299.00
	USJP	7303329877-0-1	StaplesAdvantage.com	01/03/20	02/20/20	\$465.27	\$465.27
	ALLOCATED	7303600436-0-1	StaplesAdvantage.com	01/08/20	02/20/20	\$18.89	\$18.89
	ALLOCATED	7303595956-0-1	StaplesAdvantage.com	01/09/20	02/20/20	\$204.07	\$204.07
	HOUSING	7303624830-0-1	StaplesAdvantage.com	01/09/20	02/20/20	\$174.72	\$174.72
	HOUSING	7303624830-0-2	StaplesAdvantage.com	01/09/20	02/20/20	\$17.59	\$17.59
	ABBOTT	7303780750-0-1	StaplesAdvantage.com	01/14/20	02/20/20	\$555.38	\$555.38
	ABBOTT	7303780750-0-2	StaplesAdvantage.com	01/21/20	02/20/20	\$10.18	\$10.18
						Total Purchases	\$2,017.25

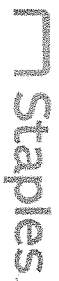
OTHER CHARGES AND CREDITS

Description	Trans Date	Due Date	Trans Total	Balance Due
-------------	------------	----------	-------------	-------------

No other charges and credits in current period.

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

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



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

Credit Account #
Staples Account #
Statement Date
Statement #

248098
10175466NYC
01/25/20
1627592720

PAYMENTS

Date	Payment Number	Amount
01/06/20	Check # 12884	-\$934.81
Total Payments		-\$934.81

 **Staples**
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 #
7303322047-0-1

Purchase Details		Purchase Location	
Invoice Date	12/30/2019	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	ALYSON FRASER DIAZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	146041271	ID	NEWARK
Terms	Standard	Ship To URBAN LEAGUE OF ESSEX COUNTY 508 CENTRAL AVE NEWARK, NJ 071071430	
Due Date	02/20/2020		
Amount Due	\$231.86		

SKU	Description	\$/Unit	Units	Total
236224	NON-DAIRY CREAMER 12 OZ 3 PK	\$5.79	1.00	\$5.79
24323959	JR KCUPS COLOMBIAN 96/CT	\$39.99	1.00	\$39.99
24365372	KEURIG K1500 BREWER	\$179.99	1.00	\$179.99
236240	SUGAR 20 OZ 3 PK	\$6.09	1.00	\$6.09
Sub Total:				\$231.86
Sales Tax:				\$0.00
Invoice Total:				\$231.86

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 #
7303322389-0-1

Purchase Details		Purchase Location	
Invoice Date	12/30/2019	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	ALYSON FRASER DIAZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	146041265	Ship To	NEWARK
Terms	Standard		
Due Date	02/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$40.29	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
478887	BOX FILE LTR/LGL WHITE 12/CT	\$40.29	1.00	\$40.29
			Sub Total:	\$40.29
			Sales Tax:	\$0.00
			Invoice Total:	\$40.29

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 #
7303361764-0-1

Purchase Details		Purchase Location	
Invoice Date	01/02/2020	Name	StaplesAdvantage.com
Reference	WILLIAM JOHNNY	Address	PO Box 105638
Type	Sale		Atlanta, GA 30348-5638
Authorization #	146420354	Phone	(877) 457-6424
Terms	Standard	Ship To	
Due Date	02/20/2020	ID	NEWARK
Amount Due	\$299.00	Name	URBAN LEAGUE OF ESSEX COUNTY
		Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
579868	PREMIUM MEMBERSHIP FEE	\$299.00	1.00	\$299.00
Sub Total:				\$299.00
Sales Tax:				\$0.00
Invoice Total:				\$299.00

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 #
7303599596-0-1

Purchase Details		Purchase Location	
Invoice Date	01/09/2020	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	ALYSON FRASER DIAZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	147589037	Ship To	
Terms	Standard		
Due Date	02/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$204.07	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
917881	BROTHER TZE-2312PK 12MM BKWHT	\$20.89	2.00	\$41.78
458232	STPLS 9IN CHROME LETTER OPENER	\$2.09	4.00	\$8.36
24403732	8IN SS SCISSR STRAIGHT BLK 3PK	\$3.29	1.00	\$3.29
501155	MARKER FLIPCHART BULLET 8 AST	\$9.89	3.00	\$29.67
807688	BAGASSE EASEL PAD 27X36 PLAIN	\$84.89	1.00	\$84.89
2121202	4X6 LINED MIAMI 8PK	\$26.49	1.00	\$26.49
24346015	SPLS MMRY FOM KBD WRST RT GRY	\$9.59	1.00	\$9.59
Sub Total:				\$204.07
Sales Tax:				\$0.00
Invoice Total:				\$204.07

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 #
7303600436-0-1

Purchase Details		Purchase Location	
Invoice Date	01/08/2020	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	ALYSON FRASER DIAZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	147372272	ID	NEWARK
Terms	Standard		
Due Date	02/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$18.89	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
642247	POSTIT SS NTS 5X8 MARRAKESH	\$13.89	1.00	\$13.89
	Adjustment	\$5.00	1.00	\$5.00
Sub Total:				\$18.89
Sales Tax:				\$0.00
Invoice Total:				\$18.89

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