

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

Bank of America
ACH R/T 021200339

12946

55-33/212 NJ
356

02/01/2020

PAY TO THE
ORDER OF

Center for Transformative Work

\$

**648.00

Six hundred forty-eight and 00/100*****

DOLLARS

Center for Transformative Work
100 Hamilton Plaza
Suite 101
Paterson, NJ 07505


Vicki C.
AUTHORIZED SIGNATURE

MEMO

451 USJP - Rent for February 2020

1001294610021200339100023800397310

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12946

02/01/2020

Center for Transformative Work

Date	Type	Reference	Original Amount	Balance Due	Payment
02/01/2020	Bill		648.00	648.00	648.00
		Check Amount			648.00

1010 Cash:Checking 451 USJP - Rent for February 2020 648.00

URBAN LEAGUE OF ESSEX CTY

02/01/2020

GENERAL OPERATING ACCT

12946

Center for Transformative Work

Date	Type	Reference	Original Amount	Balance Due	Payment
02/01/2020	Bill		648.00	648.00	648.00
		Check Amount			648.00

1010 Cash:Checking 451 USJP - Rent for February 2020

648.00

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/01/20 REQUESTED BY: Pat Mise PERIOD COVERED: February 2020
PAYABLE TO: CENTER FOR TRANSFORMATIVE AMOUNT: \$648.00 INVOICE #: _____
COMMENTS: RENT FOR USJP PATERSON SITE

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
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

ENTERED

PROGRAM DIRECTOR'S APPROVAL _____

DATE: _____

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: PM

DATE: 1/30/20

FISCAL OFFICE APPROVAL: Ram

CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL: VJ

CHECK #: 12946

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/01/20

REQUESTED BY: Gwen Morris

PERIOD COVERED:

2/20/20

PAYABLE TO: Center for Transformative Work, Inc.

AMOUNT: \$648.00

DESCRIPTION: Office space for Passaic County

GL CODES:

- 7222 SALARIES & WAGES
- 7120 FRINGE BENEFITS - INCLUDING FICA
- 7540 INSTRUCTORS/CONSULTANTS/SUBS
- 7550 INTERNSHIPS & OJT
- 7560 PROFESSIONAL FEES - OTHER
- 7570 TEMPORARY HELP/CONTRACT
- 7580 DONATED PROFESSIONAL SERVICES
- 8110 SUPPLIES
- 8120 DONATED MATERIALS & SUPPLIES
- 8140 POSTAGE & SHIPPING
- 8160 COMPUTER SOFTWARE & HARDWARE
- 8170 PRINTING & COPYING
- 8180 BOOKS, SUBSCRIPTIONS, REFERENCE
- X 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 Gwen Morris

DATE: 1/31/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: _____

DATE: _____

FISCAL OFFICE APPROVAL _____

CLASS CODE: _____

PRESIDENT/CEO'S APPROVAL _____

CHECK #: _____

Center for Transformative Work, Inc

100 Hamilton Plaza
Suite 101, Box 13
Paterson, NJ 07505 US
(973) 587-8755

INVOICE

BILL TO

Gwen Morris
Urban League of Essex
County
508 Central Avenue
Newark, NJ 07107

INVOICE # 2043

DATE 02/01/2020

DUE DATE 02/01/2020

ACTIVITY	QTY	RATE	AMOUNT
License Fee:Dedicated Private Office Monthly license agreement for use of office space (update Nov 2019)	1	549.00	549.00
License Fee:Floating Desk/Part-Time Shared Monthly license agreement for use of dedicated workspace	1	99.00	99.00
BALANCE DUE			\$648.00