

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

BANK OF AMERICA, NA
55-33/212

13043

03/11/2020

PAY TO THE
ORDER OF

Staples Advantage

\$

**1,922.13

One thousand nine hundred twenty-two and 13/100*****

DOLLARS



Staples Business Credit
P.O. Box 105638
Atlanta, GA 30348-5638

PROTECTED AGAINST FRAUD



Vivian Cox



MEMO

Various -Office Supplies

⑈013043⑈ ⑆021200339⑆ 000238003973⑈

URBAN LEAGUE OF ESSEX COUNTY

13043

03/11/2020

Staples Advantage

Date	Type	Reference	Original Amount	Balance Due	Payment
02/04/2020	Bill	7304412350-0-1	177.82	177.82	177.82
02/11/2020	Bill	7304608529-0-1	29.55	29.55	29.55
02/11/2020	Bill	7304608529-0-2	485.43	485.43	485.43
02/11/2020	Bill	7304608529-0-3	54.71	54.71	54.71
02/04/2020	Bill	7304412350-0-2	33.75	33.75	33.75
03/01/2020	Bill	7305061504-0-1	386.29	386.29	386.29
03/01/2020	Bill	7304322765-0-1	184.43	184.43	184.43
03/01/2020	Bill	7304322765-0-2	142.56	142.56	142.56
03/01/2020	Bill	7304118418-0-1	29.99	29.99	29.99
03/01/2020	Bill	7304118418-0-2	51.79	51.79	51.79
03/01/2020	Bill	7304655214-0-1	42.37	42.37	42.37
03/01/2020	Bill	7304611986-0-1	130.46	130.46	130.46
03/01/2020	Bill	7304611986-0-2	32.99	32.99	32.99
03/01/2020	Bill	7304322776-0-1	139.99	139.99	139.99
Check Amount					1,922.13

1010 Cash:Checking Various -Office Supplies

1,922.13

URBAN LEAGUE OF ESSEX COUNTY

13043

03/11/2020

Staples Advantage

Date	Type	Reference	Original Amount	Balance Due	Payment
02/04/2020	Bill	7304412350-0-1	177.82	177.82	177.82
02/11/2020	Bill	7304608529-0-1	29.55	29.55	29.55
02/11/2020	Bill	7304608529-0-2	485.43	485.43	485.43
02/11/2020	Bill	7304608529-0-3	54.71	54.71	54.71
02/04/2020	Bill	7304412350-0-2	33.75	33.75	33.75
03/01/2020	Bill	7305061504-0-1	386.29	386.29	386.29
03/01/2020	Bill	7304322765-0-1	184.43	184.43	184.43
03/01/2020	Bill	7304322765-0-2	142.56	142.56	142.56
03/01/2020	Bill	7304118418-0-1	29.99	29.99	29.99
03/01/2020	Bill	7304118418-0-2	51.79	51.79	51.79
03/01/2020	Bill	7304655214-0-1	42.37	42.37	42.37
03/01/2020	Bill	7304611986-0-1	130.46	130.46	130.46
03/01/2020	Bill	7304611986-0-2	32.99	32.99	32.99
03/01/2020	Bill	7304322776-0-1	139.99	139.99	139.99
Check Amount					1,922.13

1010 Cash:Checking Various -Office Supplies

1,922.13



100811

Rev 2/14

ULEC CHECK REQUEST FORM

STATEMENT DATE: 02/25/2020

PREPARED BY: Carmen Martinez

DUE DATE: 3/20/2020

PAYABLE TO: STAPLES ADVANTAGE

AMOUNT: \$1,922.13

BUDGET AVAILABLE: YES NO:

COMMENTS: OFFICE SUPPLIES

COST CENTERS:

111 ABBOTT
112.1 TODDLERS
\$211.57 334H HOUSING NRTC
\$466.98 451 USJP
\$329.90 454 PRU-WORKFORCE
\$569.69 460 IHOP - FDU

COST CENTERS:

467 WORKFORCE UN-AIR
502 ESG RENTAL ASST
561 LISC-HUD FOC
565 WELLS F FOC
600 ADMIN
\$343.99 950 ALLOCATED EXP

ORDER #'S	AMOUNT	DESCRIPTION
7304322765-0-1	\$184.43	451 USJP
7304322765-0-2	\$142.56	451 USJP
7304322776-0-1	\$139.99	451 USJP
7304412350-0-1	\$177.82	334H-HOUSING NRTC
7304412350-0-2	\$33.75	334H-HOUSING NRTC
7304608529-0-1	\$29.55	460 IHOP - FDU
7304608529-0-2	\$485.43	460 IHOP - FDU
7304608529-0-3	\$54.71	460 IHOP - FDU
7304118418-0-1	\$29.99	950-Allocated
7304118418-0-2	\$51.79	950-Allocated
7304655214-0-1	\$42.37	950-Allocated
7304611986-0-1	\$130.46	950-Allocated
7304611986-0-2	\$32.99	950-Allocated
7305061504-0-1	\$56.39	950-Allocated
7305061504-0-1A	\$329.90	454 PRU-WORKFORCE 10 CASES OF PAPER

\$1,922.13

GL CODES:

☒ 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

☒ ENTERED

DIRECTOR'S APPROVAL _____

DATE: _____

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

A/P INITIAL: Am

DATE: 3/11/20

FISCAL OFFICE APPROVAL: _____

PRESIDENT/CEO'S APPROVAL: _____

CLASS CODE

CHECK #

334 460
451 950
454
13043



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

Credit Account #	248098
Staples Account #	10175466NYC
Statement Date	02/25/20
Statement #	1628079792

Greg Ward
Urban League of Essex County
508 Central Avenue
Newark, NJ 07107

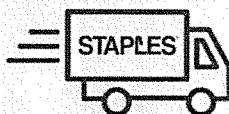
Previous Account Balance	\$2,017.25
New Purchases	\$1,922.13
Other Charges/Credits	\$0.00
Payments	-\$2,017.25

Account Balance	\$1,922.13
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Credit Limit	\$7,500.00	Payment Due Date(s)	
Account Balance	\$1,922.13	03/20/20	\$1,922.13
Available Credit	\$5,577.87		

**FREE NEXT-DAY
DELIVERY.**

Because two days
is too long.



Order by 5 pm local time. Excludes weekends and holidays. Eligible items only. Order minimum of up to \$49.99 may apply.

Pay online - it's fast, easy and secure!

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.

Greg Ward
Urban League of Essex County
508 Central Avenue
Newark, NJ 07107

Credit Account #	248098
Statement Date	02/25/20
Statement #	1628079792

Account Balance	\$1,922.13
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Address Change:

Amount Enclosed \$

192213

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

[illegible]



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

Credit Account #
Staples Account #
Statement Date
Statement #

248098
10175466NYC
02/25/20
1628079792

CREDITS & ADJUSTMENTS	CURRENT	PAST DUE			ACCOUNT BALANCE
		1-59 DAYS	60-89 DAYS	90+ DAYS	
\$0.00	\$1,922.13	\$0.00	\$0.00	\$0.00	\$1,922.13

OPEN ITEMS

PO #	Budget Center	Order #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
	ACCOUNTING	7304118418-0-2	StaplesAdvantage.com	01/27/20	03/20/20	\$51.79	\$51.79
	ACCOUNTING	7304118418-0-1	StaplesAdvantage.com	01/28/20	03/20/20	\$29.99	\$29.99
	USJP	7304322765-0-1	StaplesAdvantage.com	02/03/20	03/20/20	\$184.43	\$184.43
	USJP	7304322765-0-2	StaplesAdvantage.com	02/03/20	03/20/20	\$142.56	\$142.56
	HOUSING	7304412350-0-1	StaplesAdvantage.com	02/04/20	03/20/20	\$177.82	\$177.82
	HOUSING	7304412350-0-2	StaplesAdvantage.com	02/04/20	03/20/20	\$33.75	\$33.75
	ALLOCATED	7304611986-0-1	StaplesAdvantage.com	02/11/20	03/20/20	\$130.46	\$130.46
	ALLOCATED	7304611986-0-2	StaplesAdvantage.com	02/11/20	03/20/20	\$32.99	\$32.99
	WORKFORCE	7304608529-0-1	StaplesAdvantage.com	02/11/20	03/20/20	\$29.55	\$29.55
	WORKFORCE	7304608529-0-2	StaplesAdvantage.com	02/11/20	03/20/20	\$485.43	\$485.43
	WORKFORCE	7304608529-0-3	StaplesAdvantage.com	02/11/20	03/20/20	\$54.71	\$54.71
	<i>ALLOCATED</i>	7304655214-0-1	StaplesAdvantage.com	02/12/20	03/20/20	\$42.37	\$42.37
	USJP	7304322776-0-1	StaplesAdvantage.com	02/12/20	03/20/20	\$139.99	\$139.99
	ALLOCATED	7305061504-0-1	StaplesAdvantage.com	02/24/20	03/20/20	\$386.29	\$386.29
Account Balance							\$1,922.13

PURCHASES

PO #	Budget Center	Order #	Purchase Location	Trans Date	Due Date	Trans Total	Balance Due
	ACCOUNTING	7304118418-0-2	StaplesAdvantage.com	01/27/20	03/20/20	\$51.79	\$51.79
	ACCOUNTING	7304118418-0-1	StaplesAdvantage.com	01/28/20	03/20/20	\$29.99	\$29.99
	USJP	7304322765-0-1	StaplesAdvantage.com	02/03/20	03/20/20	\$184.43	\$184.43
	USJP	7304322765-0-2	StaplesAdvantage.com	02/03/20	03/20/20	\$142.56	\$142.56
	HOUSING	7304412350-0-1	StaplesAdvantage.com	02/04/20	03/20/20	\$177.82	\$177.82
	HOUSING	7304412350-0-2	StaplesAdvantage.com	02/04/20	03/20/20	\$33.75	\$33.75
	ALLOCATED	7304611986-0-1	StaplesAdvantage.com	02/11/20	03/20/20	\$130.46	\$130.46
	ALLOCATED	7304611986-0-2	StaplesAdvantage.com	02/11/20	03/20/20	\$32.99	\$32.99
	WORKFORCE	7304608529-0-1	StaplesAdvantage.com	02/11/20	03/20/20	\$29.55	\$29.55
	WORKFORCE	7304608529-0-2	StaplesAdvantage.com	02/11/20	03/20/20	\$485.43	\$485.43
	WORKFORCE	7304608529-0-3	StaplesAdvantage.com	02/11/20	03/20/20	\$54.71	\$54.71
		7304655214-0-1	StaplesAdvantage.com	02/12/20	03/20/20	\$42.37	\$42.37
	USJP	7304322776-0-1	StaplesAdvantage.com	02/12/20	03/20/20	\$139.99	\$139.99
	ALLOCATED	7305061504-0-1	StaplesAdvantage.com	02/24/20	03/20/20	\$386.29	\$386.29
Total Purchases						\$1,922.13	

Continued on next page...



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

Credit Account #	248098
Staples Account #	10175466NYC
Statement Date	02/25/20
Statement #	1628079792

OTHER CHARGES AND CREDITS

Description	Trans Date	Due Date	Trans Total	Balance Due
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No other charges and credits in current period.

PAYMENTS

Date	Payment Number	Amount
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02/10/20	Check # 12933	-\$2,017.25
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Total Payments	-\$2,017.25
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CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/26/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 2/26/2020
PAYABLE TO: Staples AMOUNT: \$ 466.98
COMMENTS: Supplies for USJP for all 3 counties. Invoices: 7304322776-0-1, 7304322765-0-2,
7304322765-0-1,

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

PROGRAM DIRECTOR'S APPROVAL [Signature]

DATE: 03/05/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: ☒ YES ☐ NO

VERIFIABLE INITIAL: gm

DATE: 3/1/20

FISCAL OFFICE APPROVAL [Signature]

CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL [Signature]

CHECK #:

☒ ENTERED



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 #
7304322765-0-1

Purchase Details		Purchase Location	
Invoice Date	02/03/2020	Name	StaplesAdvantage.com
Budget Center	USJP	Address	PO Box 105638
Reference	GWENDOLYN MORRIS		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	151602973	Ship To	NEWARK
Terms	Standard		
Due Date	03/20/2020	ID	
Amount Due	\$184.43	Name	URBAN LEAGUE OF ESSEX COUNTY
		Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
116723	SPLS SINGLTAB FF LTR MAN 100PK	\$16.39	3.00	\$49.17
502850	BIC WITE-OUT EXACT LNR TAPE 4	\$10.26	4.00	\$41.04
905481	2 POCKET LAM PORT RED 10 PK	\$16.29	6.00	\$97.74
1798724	PUSH PINS TRANSLUCENT 200PK AS	\$2.19	1.00	\$2.19
	Adjustment	-\$5.71	1.00	-\$5.71
Sub Total:				\$184.43
Sales Tax:				\$0.00
Invoice Total:				\$184.43

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 #
7304322765-0-2

Purchase Details		Purchase Location	
Invoice Date	02/03/2020	Name	StaplesAdvantage.com
Budget Center	USJP	Address	PO Box 105638
Reference	GWENDOLYN MORRIS		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	151602464	Ship To	NEWARK
Terms	Standard		
Due Date	03/20/2020	ID	
Amount Due	\$142.56	Name	URBAN LEAGUE OF ESSEX COUNTY
		Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
2839032	TRED REMAN HP 79A BLACK TONER	\$48.99	3.00	\$146.97
	Adjustment	-\$4.41	1.00	-\$4.41
Sub Total:				\$142.56
Sales Tax:				\$0.00
Invoice Total:				\$142.56

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 #
7304322776-0-1

Purchase Details		Purchase Location	
Invoice Date	02/12/2020	Name	StaplesAdvantage.com
Budget Center	USJP	Address	PO Box 105638
Reference	GWENDOLYN MORRIS		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	153160299	Ship To	
Terms	Standard	ID	NEWARK
Due Date	03/20/2020		
Amount Due	\$139.99	Name	URBAN LEAGUE OF ESSEX COUNTY
		Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
24311722	TRU RED 100 SHEET AUTO SHDR	\$139.99	1.00	\$139.99
Sub Total:				\$139.99
Sales Tax:				\$0.00
Invoice Total:				\$139.99

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 #
7304412350-0-1

Purchase Details		Purchase Location	
Invoice Date	02/04/2020	Name	StaplesAdvantage.com
Budget Center	HOUSING	Address	PO Box 105638
Reference	PATRICIA SERMON		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	151797905	Ship To	
Terms	Standard	ID	NEWARK
Due Date	03/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$177.82	Address	508 CENTRAL AVE NEWARK, NJ 071071430

33414

SKU	Description	\$/Unit	Units	Total
516786	PARCHMENT PAPER GOLD 24LB LTR	\$38.49	1.00	\$38.49
177311	22-27IN FLDR FRAME LETTER 2PK	\$9.99	1.00	\$9.99
831610	STAPLES LGE BINDERCLIPS 12CT	\$4.19	8.00	\$33.52
395200	STPLS 144CT MED.BINDER CLIPS	\$16.79	1.00	\$16.79
483552	VIOLET HNGNG FLDR LTR 25CT	\$28.20	1.00	\$28.20
472480	STAPLES #1 PPR CLP 1000CT	\$5.29	1.00	\$5.29
472514	STAPLES JMB PPR CLP N/S 1000CT	\$10.59	1.00	\$10.59
926455	CREST CER COVER RED 12X9.375	\$6.99	5.00	\$34.95

Sub Total: \$177.82
Sales Tax: \$0.00
Invoice Total: \$177.82

ENTERED



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 #
7304412350-0-2

334H

Purchase Details		Purchase Location	
Invoice Date	02/04/2020	Name	StaplesAdvantage.com
Budget Center	HOUSING	Address	PO Box 105638
Reference	PATRICIA SERMON		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	151797288	Ship To	
Terms	Standard	ID	NEWARK
Due Date	03/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$33.75	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
506540	1/3 LETTER SIZE FOLDERS	\$33.75	1.00	\$33.75
Sub Total:				\$33.75
Sales Tax:				\$0.00
Invoice Total:				\$33.75

ENTERED

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

ULEC CHECK REQUEST FORM

INVOICE DATE: 2/11/2020 PREPARED BY: Alice Frazier PERIOD COVERED: 2/11/2020
PAYABLE TO: Staples AMOUNT: \$ 569.67 ⁶⁹
INVOICE # 7304608529-0-1 BUDGET AVAILABLE: YES NO: DUE DATE: 2/11/2020
7304608529-0-2 7304608529-0-3
COMMENTS: _____

COST CENTERS:	AMOUNT
111 ABBOTT	_____
111F FOOD PROGRAM	_____
112 EHS-LEAGUERS	_____
114 SUMMER CAMP	_____
222 DCF- CODING	_____
223 OICA	_____
225 AMERICORPS	_____
467 WORKFORCE-UA	_____

COST CENTERS:	AMOUNT
460 IHOP-FDU	_____
368 WELLSFARGO-NR	_____
600 ADMIN	_____
620 CFO	_____
650 FACILITIES	_____
760 ULEC GALA	_____
910 STREET FAIR	_____
950 ALLOCATED EXP	_____

ENTERED
3/5/20


GL CODES:

____ 1410 ADVANCES
____ 7240 EMPLOYEE BENEFITS
____ 7540 INSTRUCTORS/CONSULTANTS/SUBS
____ 7560 PROFESSIONAL FEES - OTHER
____ 7570 TEMPORARY HELP/CONTRACT
X 8110 SUPPLIES
____ 8130 TELEPHONE & COMMUNICATIONS
____ 8131 TELEPHONE MAINTENANCE CONTRACT
____ 8132 CELL PHONE SERVICE
____ 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
____ 8228 POSTAGE LEASE
____ 8230 BUILDING REPAIR & MAINTENANCE
____ 8231 BUILDING REPAIR & MAINTENANCE - ALARM SERVICES
____ 8233 BUILDING REPAIR & MAINTENANCE - TRASH REMOVAL
____ 8235 BUILDING REPAIR & MAINTENANCE - EXTERMINATING

GL CODES:

____ 8240 MAINTENANCE SUPPLIES
____ 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
____ 8425 EXPUNGEMENT
____ 8430 JOB TRAINING
____ 8435 GED & ABE CLASSES
____ 8445 FOOD & RELATED SUPPLIES
____ 8450 PROGRAM TRAINING
____ 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
____ 8560 PROCESSING FEES
____ 8570 ADVERTISING/MARKETING EXP
____ 8580 LICENSES & FEES

PROGRAM DIRECTOR'S APPROVAL



ENTERED

DATE:

2/19/20

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED:

YES

NO

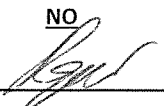
A/P INITIAL:



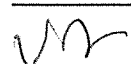
DATE:

3/5/20

FISCAL OFFICE APPROVAL:



PRESIDENT/CEO'S APPROVAL



CLASS CODE

460

CHECK #



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 #
7304608529-0-1

Purchase Details		Purchase Location	
Invoice Date	02/11/2020	Name	StaplesAdvantage.com
Budget Center	WORKFORCE	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	152951094	Ship To	
Terms	Standard	ID	NEWARK
Due Date	03/20/2020		
Amount Due	\$29.55	Name	URBAN LEAGUE OF ESSEX COUNTY
		Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
2030247	ALL IN ONE BLACK WIRE MESH	\$30.46	1.00	\$30.46
	Adjustment	-\$0.91	1.00	-\$0.91
Sub Total:				\$29.55
Sales Tax:				\$0.00
Invoice Total:				\$29.55

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 #
7304608529-0-2

Purchase Details		Purchase Location	
Invoice Date	02/11/2020	Name	StaplesAdvantage.com
Budget Center	WORKFORCE	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	152951338	Ship To	
Terms	Standard	ID	NEWARK
Due Date	03/20/2020		
Amount Due	\$485.43	Name	URBAN LEAGUE OF ESSEX COUNTY
		Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
633188	HVYWEIGHT SHEET PROTECTOR 50PK	\$10.44	3.00	\$31.32
418924	WESTPORT CARDFILE BLACK 96	\$11.49	2.00	\$22.98
1612062	HP 63XL HYBLK/63 TRI-CLR 2PK	\$65.99	1.00	\$65.99
122085	CARTERS #1 FELT PAD BLACK	\$4.11	2.00	\$8.22
143297	STAPLES #64-RBBR BNDS 1/4 LB	\$3.67	1.00	\$3.67
202184	POST-IT 3X3 POP CNRY 12P	\$17.42	1.00	\$17.42
483018	BIC WITE-OUT CORECTION TAPE 10	\$12.49	1.00	\$12.49
24380496	TR 7IN SCISSOR ST	\$4.99	2.00	\$9.98
415489	AVY 1X2 5/8 IJ LBL 25SH	\$14.49	1.00	\$14.49
480114	STAPLES SML BINDER CLP 144CT	\$10.29	1.00	\$10.29
395200	STPLS 144CT MED.BINDER CLIPS	\$16.79	1.00	\$16.79
126474	PAPER CLIPS #1	\$5.49	1.00	\$5.49
103549	MEDIUM BINDER CLIPS 12-CT.	\$1.89	1.00	\$1.89
2656755	GLUE STIC 26OZ 6 PK CLR	\$3.79	1.00	\$3.79
917860	P-TOUCH TAPE 1/2IN BLK/WHT	\$11.89	2.00	\$23.78
538280	LSR LBL FILE FOLDER INK/RED	\$42.99	1.00	\$42.99
614617	FLDR CLASS 100% RCYCL LTR RED	\$41.77	5.00	\$208.85
	Adjustment	-\$15.00	1.00	-\$15.00

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

Credit Account #: 248098
Staples Account #
10175466NYC
Order #: 7304608529-0-2
Printed on 03/05/2020

SKU	Description	\$/Unit	Units	Total
			Sub Total:	\$485.43
			Sales Tax:	\$0.00
			Invoice Total:	\$485.43



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 #
7304608529-0-3

Purchase Details		Purchase Location	
Invoice Date	02/11/2020	Name	StaplesAdvantage.com
Budget Center	WORKFORCE	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	152951066	Ship To	
Terms	Standard	ID	NEWARK
Due Date	03/20/2020		
Amount Due	\$54.71	Name	URBAN LEAGUE OF ESSEX COUNTY
		Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
521229	FOLDER HGING STRAIGHT LTR GN	\$11.28	5.00	\$56.40
	Adjustment	-\$1.69	1.00	-\$1.69
			Sub Total:	\$54.71
			Sales Tax:	\$0.00
			Invoice Total:	\$54.71

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

RE: Staples

Alice Frazier <afrazier@ulec.org>

Thu 3/5/2020 11:53 AM

To: Roger Rucks <rrucks@ulec.org>

Cc: Gregory Ward <gward@ulec.org>; Patricia Mise <pmise@ulec.org>; Patricia Sermon <psermon@ulec.org>

Good Afternoon Mr. Rucks,

Thanks for the follow-up.

For the purpose of not delaying this matter further, you could allocate the cost to IHOP. Thanks

Sincerely,

Alice Frazier

Vice President, Workforce Development

Urban League of Essex County

508 Central Avenue

Newark, New Jersey 07107

973-624-9535, Ext. 267



Urban League of
Essex County

From: Roger Rucks <rrucks@ulec.org>

Sent: Thursday, March 5, 2020 11:36 AM

To: Alice Frazier <afrazier@ulec.org>

Cc: Gregory Ward <gward@ulec.org>; Patricia Mise <pmise@ulec.org>; Patricia Sermon <psermon@ulec.org>

Subject: Re: Staples

Good morning Ms. Frazier,

A friendly follow-up on my Feb 19, 2020 email.

Staples invoice is due within the next few days. I'm forced to make payment to avoid any additional expenses. Please advise "Cost Center" ASAP.

Thank you!

From: Alice Frazier <afrazier@ulec.org>

Sent: Wednesday, February 19, 2020 3:53 PM

To: Roger Rucks <rrucks@ulec.org>

Cc: Gregory Ward <gward@ulec.org>; Patricia Mise <pmise@ulec.org>; Patricia Sermon <psermon@ulec.org>

Subject: RE: Staples

Good Afternoon Mr. Rucks,

Currently, I am reviewing my expenses. I will advise you once I have updated my reports. Thanks

Sincerely,

Alice Frazier

Vice President, Workforce Development

Urban League of Essex County

508 Central Avenue

Newark, New Jersey 07107

973-624-9535, Ext. 267



Urban League of
Essex County

From: Roger Rucks <rrucks@ulec.org>
Sent: Wednesday, February 19, 2020 3:09 PM
To: Alice Frazier <afrazier@ulec.org>
Cc: Gregory Ward <gward@ulec.org>; Patricia Mise <pmise@ulec.org>
Subject: Staples

Ms. Frazier,

Need to trouble you to provide the "Cost Center" to whom you're charging the attached pdf invoice to.

Thank you,

R Rucks
Finance Dept.
Urban League of Essex County



Orders with a future delivery date will reflect current prices at time of shipment. Items shipped direct from the manufacturer are not eligible for future delivery and will be shipped separately.

This order received \$321.52 in Premium savings

Order Number: 7304608529

Order status: Submitted

Placed on: February 11, 2020

Shipping Information

Joanna Martinez
NEWARK
URBAN LEAGUE OF ESSEX
COUNTY
508 CENTRAL AVE
NEWARK, NJ 07107-1430
US

Accounting Information

Budget Center
WORKFORCE
PO
PO Release

Order Receipt

Order Sub-Total:	\$891.19
Premium Savings:	-\$303.90
Order Size Discount:	-\$17.62
Pretax Subtotal	\$569.67
Total	\$569.67

Items 1 to 19 of 19



Staples Recycled Pressboard Classification
Folders, 2/5-Cut Tab, Letter Size, 2 Dividers,
Brick Red, 20/Box (614617/98764SB)

\$41.77
20/BX
~~\$97.79~~

Qty. 5

\$208.85

Customer Item # 614617
Item # 614617
MFR Item # TR614617/614617



Avery Laser/Inkjet File Folder Labels, 2/3" x 3
7/16", Red, 30 Labels/Sheet, 50 Sheets/Box
(5066)

\$42.99
1500/BX

Qty. 1

\$42.99

Item # 538280
MFR Item # 05066



Staples Hanging File Folders, Letter Size,
Standard Green, 25/Box (521229)

\$11.28
25/BX
~~\$14.14~~

Qty. 5

\$56.40

Customer Item # 521229
Item # 521229
MFR Item # TR521229/521229



Brother TZE231 Label Maker Tape, 0.47"W,
Black On White

\$11.89
1/EA
~~\$13.59~~

Qty. 2

\$23.78

Customer Item # 917860
Item # 917860
MFR Item # TZE231













Avery Clear Application Permanent Glue Stics,
0.26 oz, 6/Pk (98095)

\$3.79
6/PK

Qty. 1

\$3.79

Item # 2656755
MFR Item # 98095

	Staples Medium Binder Clips, Medium, Black, 12/Pack (15351) Customer Item # 103549 Item # 103549 MFR Item # 15351	\$1.89 12/PK \$2.09	Qty. 1	\$1.89
	ACCO Economy #1 Paper Clips, Silver, 100/Box, 10 Boxes/Pack (A7072380) Customer Item # 126474 Item # 126474 MFR Item # 72380	\$5.49 1000/PK \$7.29	Qty. 1	\$5.49
	Staples Medium Binder Clips, Medium, Black, 144/Pack (32003) Customer Item # 395200 Item # 395200 MFR Item # 32003	\$16.79 144/PK \$17.29	Qty. 1	\$16.79
	Staples 0.75\"W Binder Clips, Small, Black, 144/Pack (32002) Customer Item # 480114 Item # 480114 MFR Item # 32002	\$10.29 144/PK \$10.79	Qty. 1	\$10.29
	Avery Easy Peel Inkjet Address Labels, 1\" x 2 5/8\", White, 30/Sheet, 25 Sheets/Pack (8160) Item # 415489 MFR Item # 08160	\$14.49 750/PK	Qty. 1	\$14.49
	TRU RED™ 7\" Stainless Steel Scissors, Straight Handle, Right & Left Handed (TR55047) Item # 24380496 MFR Item # TR55047	\$4.99 1/EA	Qty. 2	\$9.98
	BIC Wite-Out EZ Correct Correction Tape, 10/Pack (50790) Customer Item # 483018 Item # 483018 MFR Item # 50790	\$12.49 10/PK \$18.99	Qty. 1	\$12.49
	Post-it@ Pop-up Notes, 3\" x 3\" Canary Yellow, 100 Sheets/Pad, 12 Pads/Pack (R330-YW) Item # 202184 MFR Item # R330YW	\$17.42 12/DZ	Qty. 1	\$17.42
	Staples Economy Rubber Bands, #64, 1/4 lb. Bag, 95/Pack (28611-CC) Item # 143297 MFR Item # 28611CC	\$3.67 95/PK	Qty. 1	\$3.67
	Avery Carter's Stamp Pad, Black Ink (21081) Item # 122085 MFR Item # 21081	\$4.11 1/EA	Qty. 2	\$8.22



HP 63XL/63 Black High Yield, Tri-Color Standard
Yield Ink Cartridges, 2/Pack (LOR48AN)

\$65.99
2/PK

Qty. 1

\$65.99

Customer Item # 1612062
Item # 1612062
MFR Item # LOR48AN#140



Cardinal Card File, Black, 96 Card Capacity (CRD
34422)

\$11.49
1/EA

Qty. 2

\$22.98

Customer Item # 418924
Item # 418924
MFR Item # 34422



Staples Heavyweight Sheet Protectors, Clear,
50/Box (34749)

\$10.44
50/BX

Qty. 3

\$31.32

Item # 633188
MFR Item # 34749US



Staples All-in-One Wire Mesh Desk Organizer,
Black (29491)

\$30.46
1/EA

Qty. 1

\$30.46

Item # 2030247
MFR Item # 29491

Items 1 to 19 of 19

ULEC CHECK REQUEST FORM

INV DATE: 3/1/20 PREPARED BY: J. Martinez PERIOD COVERED: February 2020
 PAY TO: Staples AMOUNT: \$343.99
 INVOICE # (various) BUDGET AVAILABLE: ☒ YES ☐ NO DUE DATE: 3/13/20
 COMMENTS: Office Supplies

COST CENTERS:

041 SE THRIFT
111 ABBOTT
112.1 TODDLERS
221 VERIZON TECH GRANT
222 DYFS - CODING
225 AMERICORPS
331 NRTC 2016
332 CITY HOME GRANT
334 NRTC 2018
334E THRIFTWORKS-NRTC

COST CENTERS:

334F FOC NRTC
334H HOUSING NRTC
335 NRTC 2019
339 ULEC OPPORT CORP
366 STREET FAIR
368 WF NEIGH REVIT
369 PSEG DEV GRANT
451 USJP
452 PACE
467 WORKFORCE UNITED

COST CENTERS:

502 ESG HOUSING
552 ESG RENTAL ASST
560 CAPITAL 1 SAVE UP
561 LISC-HUD FOC
563 PRU FOC
564 NUL - PRFC
565 HOUSING COUNSELING
567 FOC -CHASE
570 FIN OPPT CTR-OTHER
573 VITA TAX

COST CENTERS:

575 WHOLE CITIES
580 CAP 1 HOUSING
600 ADMIN
610 CEO
620 CFO
630 COO
650 FACILITIES
710 ANNUAL GALA
☒ 950 ALLOCATED EXP
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 _____

DATE: _____

☒ ENTERED

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

A/P INITIAL: _____

DATE: _____

FISCAL OFFICE APPROVAL: _____

PRESIDENT/CEO'S APPROVAL VJ

CLASS CODE: _____

CHECK # _____



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 #
7304118418-0-1

Purchase Details		Purchase Location	
Invoice Date	01/28/2020	Name	StaplesAdvantage.com
Budget Center		Address	PO Box 105638
Reference	GREG WARD		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	150676081	Ship To	
Terms	Standard	ID	NEWARK
Due Date	03/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$29.99	Address	508 CENTRAL AVE NEWARK, NJ 071071430

950 - Allocated

SKU	Description	\$/Unit	Units	Total
IM1Q42773	DYMO FILE LABELS - 450 FITS	\$29.99	1.00	\$29.99
Sub Total:				\$29.99
Sales Tax:				\$0.00
Invoice Total:				\$29.99

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 #
7304118418-0-2

Purchase Details		Purchase Location	
Invoice Date	01/27/2020	Name	StaplesAdvantage.com
Budget Center		Address	PO Box 105638
Reference	GREG WARD		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	150470932	Ship To	
Terms	Standard	ID	NEWARK
Due Date	03/20/2020		
Amount Due	\$51.79	Name	URBAN LEAGUE OF ESSEX COUNTY
		Address	508 CENTRAL AVE NEWARK, NJ 071071430

950 Allocated

SKU	Description	\$/Unit	Units	Total
24383776	1TB SLIM PORTABLE RED	\$51.79	1.00	\$51.79
Sub Total:				\$51.79
Sales Tax:				\$0.00
Invoice Total:				\$51.79

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 #
7304655214-0-1

Purchase Details		Purchase Location	
Invoice Date	02/12/2020	Name	StaplesAdvantage.com
Reference		Address	PO Box 105638
Type	Sale		Atlanta, GA 30348-5638
Authorization #	153160844	Phone	(877) 457-6424
Terms	Standard	Ship To	
Due Date	03/20/2020	ID	NEWARK
Amount Due	\$42.37	Name	URBAN LEAGUE OF ESSEX COUNTY
		Address	508 CENTRAL AVE NEWARK, NJ 071071430

950 Allocated

SKU	Description	\$/Unit	Units	Total
24390990	FORK HD PLASTIC BLACK 100PK	\$3.49	1.00	\$3.49
24390997	KNIVES HD PLASTIC BLACK 100PK	\$4.39	1.00	\$4.39
24375254	PERK PAPER HOT CUP 10OZ 500CT	\$34.49	1.00	\$34.49
Sub Total:				\$42.37
Sales Tax:				\$0.00
Invoice Total:				\$42.37



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 #
7304611986-0-1

Purchase Details		Purchase Location	
Invoice Date	02/11/2020	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	152951345	Ship To	
Terms	Standard	ID	NEWARK
Due Date	03/20/2020		
Amount Due	\$130.46	Name	URBAN LEAGUE OF ESSEX COUNTY
		Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
495561	FIRST AID KIT REFILL 104/PIECE	\$18.29	1.00	\$18.29
2772891	12IN SS RULER CORK BASE	\$3.29	3.00	\$9.87
394057	ENV PULL & SEAL SEC #10 -100	\$11.11	2.00	\$22.22
2661486	STD VIEW BNDR 2 INCH 6PK WT	\$38.69	1.00	\$38.69
2723723	3IN HD BINDER BULK PK BLACK	\$41.39	1.00	\$41.39
Sub Total:				\$130.46
Sales Tax:				\$0.00
Invoice Total:				\$130.46

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 #
7304611986-0-2

Purchase Details		Purchase Location	
Invoice Date	02/11/2020	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	152950885	Ship To	
Terms	Standard	ID	NEWARK
Due Date	03/20/2020		
Amount Due	\$32.99	Name	URBAN LEAGUE OF ESSEX COUNTY
		Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
IM12GG574	Z207 SPEAKERS BLUETOOTH BLACK	\$32.99	1.00	\$32.99
Sub Total:				\$32.99
Sales Tax:				\$0.00
Invoice Total:				\$32.99

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 #
7305061504-0-1

Purchase Details		Purchase Location	
Invoice Date	02/24/2020	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	154931594	Ship To	
Terms	Standard	ID	NEWARK
Due Date	03/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$386.29	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
2008241	**10 CASES COPY PAPER**	\$329.90	1.00	\$329.90
24394010	COMPOSTBAGASSEPLATE 9IN 250PK	\$22.49	1.00	\$22.49
328426	ULTRAHEAVYWEIGHT 12 OZ PAPERBO	\$11.79	1.00	\$11.79
1949018	CLOROX WIPES VALUE PK 3/75CT	\$11.59	1.00	\$11.59
333584	CANON HS-1200TS CALCULATOR	\$11.89	1.00	\$11.89
	Adjustment	-\$1.37	1.00	-\$1.37
Sub Total:				\$386.29
Sales Tax:				\$0.00
Invoice Total:				\$386.29

(A) 454 WORKFORCE (B) 950 Alloc
\$329.90
386.29
- 329.90
\$56.39



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

454-Prudential Workgroup
#32990

Greg Ward
Urban League of Essex County
508 Central Avenue
Newark, NJ 07107

Credit Account #
248098
Staples Account #
10175466NYC
Order #
7305061504-0-1

Purchase Details		Purchase Location	
Invoice Date	02/24/2020	Name	StaplesAdvantage.com
Budget Center	ALLOCATED	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	154931594	Ship To	
Terms	Standard	ID	NEWARK
Due Date	03/20/2020		
Amount Due	\$386.29	Name	URBAN LEAGUE OF ESSEX COUNTY
		Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
2008241	**10 CASES COPY PAPER** (Alice)	\$329.90	1.00	\$329.90
24394010	COMPOSTBAGASSEPLATE 9IN 250PK	\$22.49	1.00	\$22.49
328426	ULTRAHEAVYWEIGHT 12 OZ PAPERBO	\$11.79	1.00	\$11.79
1949018	CLOROX WIPES VALUE PK 3/75CT	\$11.59	1.00	\$11.59
333584	CANON HS-1200TS CALCULATOR	\$11.89	1.00	\$11.89
	Adjustment	-\$1.37	1.00	-\$1.37
Sub Total:				\$386.29
Sales Tax:				\$0.00
Invoice Total:				\$386.29

☒ ENTERED