

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

BANK OF AMERICA, NA
55-33/212

13040

03/11/2020

PAY TO THE
ORDER OF

Keturah Muhammad

\$ **196.00

One hundred ninety-six and 00/100*****

DOLLARS

A PROTECTED AGAINST FRAUD

Keturah Muhammad
108-110 Alexander Street
Newark, NJ 07106



Vliven Cx 8/20

MEMO

573 - Consultant Services 02/24/20-03/06/20

13040 013040 021 200339 000238008731

URBAN LEAGUE OF ESSEX COUNTY

13040

03/11/2020 Keturah Muhammad

Date	Type	Reference	Original Amount	Balance Due	Payment
03/11/2020	Bill	03.11.20KM	196.00	196.00	196.00
Check Amount					

1010 Cash:Checking 573 - Consultant Services 02/24/20-03/06/20 196.00

URBAN LEAGUE OF ESSEX COUNTY

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03/11/2020 Keturah Muhammad

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196.00



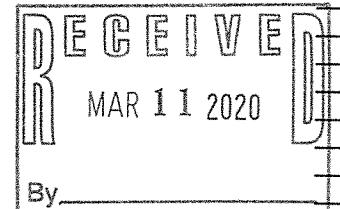
ULEC CHECK REQUEST FORM

INV DATE: 3/11/20 PREPARED BY: Alice Frazier PERIOD COVERED: 2/24 - 3/3/20
 PAY TO: Keturah Mu Hammad AMOUNT: \$196.00
 INVOICE # BUDGET AVAILABLE: YES NO DUE DATE: 3/13/20
 COMMENTS: VITA Tax Prep.

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

DATE: 3/11/20

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED:

 YES NOA/P INITIAL: MFDATE: 3/11/20

FISCAL OFFICE APPROVAL:

RawPRESIDENT/CEO'S APPROVAL: VJCLASS CODE: 573

CHECK # _____



**Urban League of
Essex County**

*Empowering Communities.
Changing Lives.*

Consultant Reimbursement Form:

Name: **KETURAH MUHAMMAD**

Address: **108 ALEXANDER ST** City: **NEWARK** State: **NJ** Zip: **07106**

Phone (C): **551-804-6855** Email: **KZ_MUHAMMAD@YMAIL.COM**

Re: Reimbursement Month **February** Year: **2020**

Number of Billable Hours						
Week of (Dates)	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
02/24-02/28		11-6PM				
03/02-03/06		11-6PM				
Total		14				14

Base Pay **14@ 14**

Note: Hours should not exceed 25 hours per week

Number of Placements in Period

Total	196

Base Pay **\$14 @ 14**

Total Reimbursement **\$196**

Signature

KETURAH MUHAMMAD

Date

03/10/2020

Attach the following: (Site Coordinator Spreadsheet must be submitted along with each invoice):
(Site Coordinator Spreadsheet =Activity Log for period above)



Urban League of Essex County

*Empowering Communities
Changing Lives.*

Vita Consultant Log

Weekly Activities

Date	Activity*	Comment
02/25/2020	TAX PREPARATION	REVIEWED RETURNS AND CALLED CLIENTS
03/03/2020	TAX PREPARATION	REVIEWED RETURNS AND CALLED CLIENTS

*Activities may include, but is not limited to, maintaining and initiating contact with consumers, coaching interns/volunteers, providing free income tax return preparation for eligible taxpayers, and ensuring that on site review of all tax returns are completed on all Vita preparers at United Way Vita Site. Conduct outreach and education on income tax issues and other asset building services at the tax sites.