

# ULEC CHECK REQUEST FORM

INVOICE DATE: 3/24/2020 PREPARED BY: Alice Frazier PERIOD COVERED: 03/9-03/12

PAYABLE TO: Charles Love AMOUNT: \$ 180.00

INVOICE # \_\_\_\_\_ BUDGET AVAILABLE: YES NO: \_\_\_\_\_ DUE DATE: 3/26/2020

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	_____ X

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

GL CODES:

☐ 1410 ADVANCES  
☐ 7240 EMPLOYEE BENEFITS  
☒ 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  
☐ 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 

DATE: 3/24/20

FINANCE APPROVAL PROCESS: \_\_\_\_\_

INVOICE/SUPPORTING DOCS ATTACHED: YES NO A/P INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

FISCAL OFFICE APPROVAL: \_\_\_\_\_

PRESIDENT/CEO'S APPROVAL \_\_\_\_\_

CLASS CODE \_\_\_\_\_

CHECK # \_\_\_\_\_



**Consultant Reimbursement Form:**

Name: Charles Love  
Address: 498 18<sup>th</sup> Avenue City: Newark State: NJ Zip: 07103  
Phone (C): 347-792-3177 Email: middlegenerationsystems@gmail.com  
Re: Reimbursement Month November Year: 2020

Number of Billable Hours						
Week of (Dates)	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
3/9/20 – 3/13/20	3	3	3	3		12
3/16/20– 3/20/20						0
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>12</b>

Base Pay @ 30 hrs 12 Hours  
15h

*Note: Hours should not exceed 25 hours per week*


**Total Reimbursement** \$180

**Signature** Charles F. Love **Date** 3/20/20

Attach the following: (1&2 must be submitted along with each invoice):

1. **Job Development Spreadsheet** – Job development, participant referrals, & Activity Log for period above)
2. **Hire letters** – for all participants placed during the period above; submit only when requesting payment for placements

**Please complete the above and return to:**

VP, Workforce Development and Financial Opportunity Center



Weekly Activities Log (3/9/20 – 3/20/20)

First Name: Charles Last Name: Love

Date	Activity	Comment
3/9/20	Job Preparation, Labor Market & Job Opportunities (The World of Work) Training Activities	
3/10/20	Do's and Don'ts of Resume, and Cover Letter (Resume Templates)	
3/11/20	Job Search (Onet-Online) Online Applications Training Activities (The Right Job for You)	
3/12/20	Mock Interviews (Training Activities) Soft Skills in The Workplace	
3/13/20	Techniques & Mock Interviews (Dress for Success) Workplace Appropriation	
3/16/20		
3/17/20		
3/18/20		
3/19/20		
3/20/20		