

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

MEMO

451 USJP - Rent for February 2020

Vivian Cox
AUTHORIZED SIGNATURE

⑈012946⑈ ⑈021200339⑈ 000238003973⑈

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

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

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/01/20 REQUESTED BY: Pat Mise PERIOD COVERED: February 2020PAYABLE 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

FISCAL OFFICE APPROVAL _____

PRESIDENT/CEO'S APPROVAL _____

VERIFIABLE INITIAL: PMDATE: 1/30/20CLASS CODE: 451CHECK #: 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
☒ 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