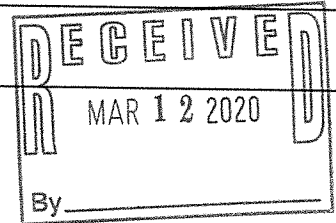


**CHECK REQUEST FORM**  
**451 URBAN SENIORS JOB PROGRAM (USJP)**

INVOICE DATE: 03/07/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 2/28/20-3/6/20  
PAYABLE TO: Gwen Morris AMOUNT: \$68.09  
COMMENTS: Mileage

ENTERED  
3/12/20 



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 \_\_\_\_\_

DATE: 03/07/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: 

DATE: 3/12/20

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

CLASS CODE: 451

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

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

Employee Name  
Department  
Employee Signature  
Authorized By

Department

**Authorized By**

For Period

**Total Reimbursement**

126.1

126.1

**\$68.09**

[illegible]