

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

BANK OF AMERICA, NA
55-33/212

13225

03/12/2020

PAY TO THE ORDER OF Paycom

\$ **170.00

One hundred seventy and 00/100 ***** DOLLARS

PROTECTED AGAINST FRAUD

Paycom
7501 W. Memorial Road
Oklahoma City, OK 73142

Vivian Cox

MEMO 600 - Closed Americorps - 0WF91

⑈013225⑈ ⑈021200339⑈ 000238003973⑈

URBAN LEAGUE OF ESSEX COUNTY

13225

03/12/2020

Paycom

Date	Type	Reference	Original Amount	Balance Due	Payment
03/09/2020	Bill	0WF9101SA	170.00	170.00	170.00
Check Amount					170.00

1010 Cash:Checking 600 - Closed Americorps - 0WF91 170.00

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100811

Rev 2/14

ULEC CHECK REQUEST FORM

INV DATE: 3/9/2020 PREPARED BY: Roger Rucks PERIOD COVERED: _____
 PAY TO: Paycom AMOUNT: \$ 170.00
 INVOICE # 0WF9101SA BUDGET AVAILABLE: YES NO DUE DATE: 3/13/2020

COMMENTS: Closed Americorps - 0WF91

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:

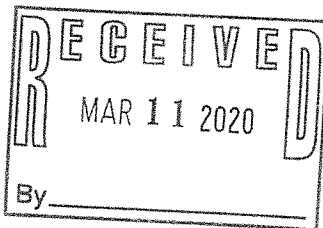
502 ESG HOUSING
 552 ESG RENTAL ASST
 560 CAPITAL 1 SAVE UP
 561 LISC-HUD FOC
 563 PRU FOC
 564 NUL - PRFC
 565 HOUSING COUNSELING
 567 FOC -CHASE
 570 FIN OPPT CTR-OTHER
 573 VITA TAX

COST CENTERS:

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

GL CODES:

X 7132 Payroll Fees
 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: _____

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NOA/P INITIAL: [Signature]DATE: 3/11/20

FISCAL OFFICE APPROVAL: _____

PRESIDENT/CEO'S APPROVAL [Signature]CLASS CODE: 600

CHECK #

13225

INVOICE



DATE: 03/9/2020
CLIENT: OWF91 - URBAN LEAGUE OF ESSEX COUNTY
FOR: Term Billing
INVOICE #: OWF91015A

DESCRIPTION	QTY	AMOUNT
Quarter 4 2019 Tax Filing		\$ 17.00
2019 W2 Forms	10	\$ 69.50
2019 W2 Delivery		\$ 8.50
2019 W3 Form		\$ 75.00
SUBTOTAL		\$ 170.00
TOTAL		\$ 170.00

REMITTANCE

CHECK:

*Please include the Client Code and Client Name on the memo line.

Mail to:

Paycom Payroll LLC
ATTN: Sabrina Atkinson
7501 W Memorial Rd
Oklahoma City, OK 73142

CREDIT CARD:

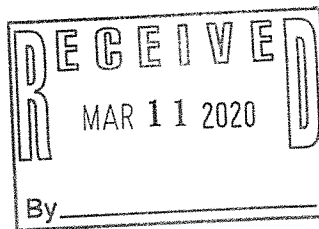
Please respond to attached e-mail correspondence to request the authorization form to process payment.
Once received, we will process payment through accounting and a receipt will be sent for confirmation.

WIRE:

Please respond to attached e-mail correspondence to request wire instructions (to be sent via secure e-mail) to process payment.

GL: 7132 PAYROLL FEES

COST:



600
P/R

FW: Sorry to see your code 0WF91 go!!!

Gregory Ward <gward@ulec.org>

Mon 3/9/2020 3:56 PM

To: Patricia Mise <pmise@ulec.org>; Roger Rucks <rrucks@ulec.org>

1 attachments (527 KB)

WF91 Invoice.pdf;

Please process.

Thanks

R Greg Ward, CPA
Chief Finance Officer
Urban League of Essex County
508 Central Ave, Newark, NJ 07107

E. GWard@ulec.org | W. www.ulec.org

P. 973-624-9535 Ext. 213

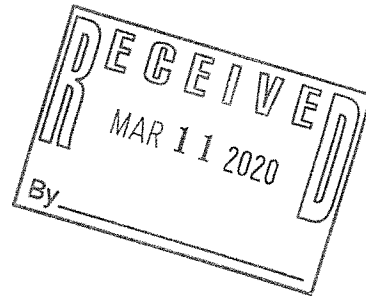
F. 973-624-9597

C. 908-406-3000

Empowering Communities. Changing Lives.



Empowering Communities. Changing Lives



From: Sabrina Atkinson <sabrina.atkinson@paycomonline.com>

Sent: Monday, March 9, 2020 1:13 PM

To: Gregory Ward <gward@ulec.org>

Subject: Sorry to see your code 0WF91 go!!!

Hello!

I will be handling the client termination process for your code **0WF91 - URBAN LEAGUE OF ESSEX COUNTY**.

Attached is an invoice including term billing fees due to Paycom.

Also, can you please include a forwarding/delivery address in the event Paycom has funds needing to be returned to you? ****NO P.O. BOXES****

Please remember Paycom does not reach out to state agencies in regards to the closure of business or tax accounts.

If you have any questions please feel free to ask.

Thank you and have a great day!

Sabrina Atkinson | Billing Specialist

7501 W. Memorial Road | Oklahoma City, OK 73142



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