

ULEC CHECK REQUEST FORM

INVOICE DATE: 3/24/2020 PREPARED BY: Alice Frazier PERIOD COVERED: 03/09-03/12

PAYABLE TO: Charles Love AMOUNT: \$ 180.00

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

COMMENTS: _____

COST CENTERS:		AMOUNT	COST CENTERS:		AMOUNT
111	ABBOTT		460	IHOP-FDU	
111F	FOOD PROGRAM		368	WELLSFARGO-NR	
112	EHS-LEAGUERS		600	ADMIN	
114	SUMMER CAMP		620	CFO	
222	DCF- CODING		650	FACILITIES	
223	OICA		760	ULEC GALA	
225	AMERICORPS		910	STREET FAIR	
467	WORKFORCE-UA	X	950	ALLOCATED EXP	

GL CODES:

____ 1410 ADVANCES
 ____ 7240 EMPLOYEE BENEFITS
 X 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 CHL

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 #: _____



Urban League of
Essex County

*Empowering Communities.
Changing Lives.*

Consultant Reimbursement Form:

Name: Charles Love

Address: 498 18th 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
Total	3	3	3	3	3	12

Base Pay @ 30 hrs
15h _____ 12 Hours

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



Urban League of
Essex County

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		