

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

BANK OF AMERICA, NA
55-33/212

13040

03/11/2020

PAY TO THE ORDER OF Keturah Muhammad

\$ **196.00

One hundred ninety-six and 00/100*****

DOLLARS

PROTECTED AGAINST FRAUD

Keturah Muhammad
108-110 Alexander Street
Newark, NJ 07106



Ullian Cox

MEMO

573 - Consultant Services 02/24/20-03/06/20

⑈013040⑈ ⑈021200339⑈ 000238003973⑈

URBAN LEAGUE OF ESSEX COUNTY

13040

03/11/2020 Keturah Muhammad

Date	Type	Reference	Original Amount	Balance Due	Payment
03/11/2020	Bill	03.11.20KM	196.00	196.00	196.00
		Check Amount			196.00

1010 Cash:Checking 573 - Consultant Services 02/24/20-03/06/20 196.00

URBAN LEAGUE OF ESSEX COUNTY

13040

03/11/2020 Keturah Muhammad

Date	Type	Reference	Original Amount	Balance Due	Payment
03/11/2020	Bill	03.11.20KM	196.00	196.00	196.00
		Check Amount			196.00

PAYMENT
RECORD

1010 Cash:Checking 573 - Consultant Services 02/24/20-03/06/20 196.00



100811

Rev 2/1

ULEC CHECK REQUEST FORM

INV DATE: 3/11/20 PREPARED BY: Alice Frazier PERIOD COVERED: 2/24 - 3/3/20
 PAY TO: Keturah M^u Hammad AMOUNT: \$196.00
 INVOICE # _____ BUDGET AVAILABLE: ☒ YES ☐ NO DUE DATE: 3/13/20
 COMMENTS: VITA Tax Prep.

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:

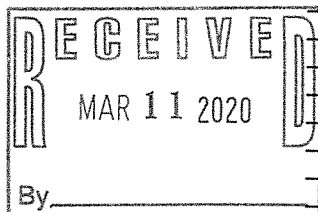
575 WHOLE CITIES
 580 CAP 1 HOUSING
 600 ADMIN
 610 CEO
 620 CFO
 630 COO
 650 FACILITIES
 710 ANNUAL GALA
 950 ALLOCATED EXP
 OTHER

GL CODES:

1420 PREPAID EXPENSES
 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: 3/11/20

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED:

☒ YES☐ NOA/P INITIAL: [Signature]DATE: 3/11/20FISCAL OFFICE APPROVAL: [Signature]PRESIDENT/CEO'S APPROVAL VJCLASS CODE: 573

CHECK # _____



Urban League of
Essex County

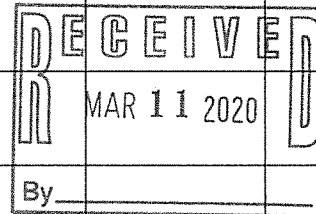
Empowering Communities.
Changing Lives.

Consultant Reimbursement Form:

Name: KETURAH MUHAMMAD
Address: 108 ALEXANDER ST City: NEWARK State: NJ Zip: 07106
Phone (C): 551-804-6855 Email: KZ_MUHAMMAD@YMAIL.COM

Re: Reimbursement Month February Year: 2020

Number of Billable Hours						
Week of (Dates)	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
02/24-02/28		11-6PM				
03/02-03/06		11-6PM				
Total		14				14



Base Pay 14@ 14

Note: Hours should not exceed 25 hours per week

Number of Placements in Period

Total	196

Base Pay \$14 @ 14 196

Total Reimbursement \$196

Signature KETURAH MUHAMMAD Date 03/10/2020

Attach the following: (Site Coordinator Spreadsheet must be submitted along with each invoice):
(Site Coordinator Spreadsheet =Activity Log for period above)



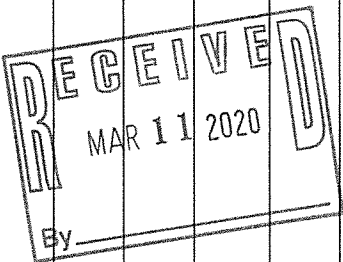
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Essex County

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Changing Lives.

Vita Consultant Log

Weekly Activities

Date	Activity*	Comment
02/25/2020	TAX PREPARATION	REVIEWED RETURNS AND CALLED CLIENTS
03/03/2020	TAX PREPARATION	REVIEWED RETURNS AND CALLED CLIENTS



*Activities may include, but is not limited to, maintaining and initiating contact with consumers, coaching interns/volunteers, providing free income tax return preparation for eligible taxpayers, and ensuring that on site review of all tax returns are completed on all Vita preparers at United Way Vita Site. Conduct outreach and education on income tax issues and other asset building services at the tax sites.