

ULEC CHECK REQUEST FORM

INV DATE: 2/5/2020 PREPARED BY: Julio Colin PERIOD COVERED: February
 PAY TO: Sincox Associates Architects / Planners AMOUNT: \$3,280
 INVOICE # 258 BUDGET AVAILABLE: (YES) NO DUE DATE: 3/13/2020
 COMMENTS: Site plan and preliminary design

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:

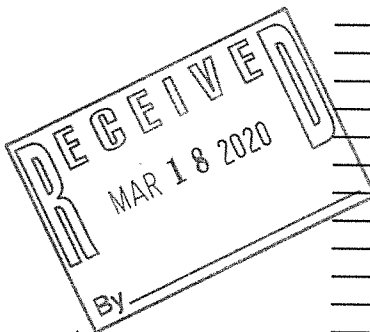
575 WHOLE CITIES
 580 CAP 1 HOUSING
 600 ADMIN
 610 CEO
 620 CFO
 630 COO
 650 FACILITIES
 710 ANNUAL GALA
 950 ALLOCATED EXP
 OTHER

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

Julio Colin

DATE: 3/12/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED:

YES

NO

A/P INITIALS:

BAB

DATE:

3/12/20

FISCAL OFFICE APPROVAL:

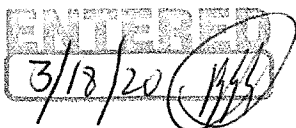
PRESIDENT/CEO'S APPROVAL

VR

CLASS CODE:

221

CHECK #



INVOICE FOR ARCHITECTURAL SERVICES

PROJECT:
152 Littleton Avenue

DATE: February 5, 2020

INVOICE NO: 258

TO:
The Urban League of Essex County
508 Central Avenue
Newark, NJ 07107
Attn: Julio Colon

ARCHITECT'S
PROJECT NO: I-1928

In accordance with the Owner-Architect agreement, there is due at this time for Architectural Services on the above project, for the period ending February 4, 2020 the sum of Four Thousand Two Hundred Eighty Dollars. (\$ 4,280.00).

THE AMOUNT IS DUE Upon Receipt

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TOTAL BASIC SERVICES INVOICED TO DATE:	\$ 4,280.00
TOTAL SUPPLEMENTARY SERVICES INVOICED TO DATE:	\$ 0.00
TOTAL REIMBURSABLE SERVICES INVOICED TO DATE:	\$ 0.00

BASIC SERVICES THIS BILLING PERIOD:

Start laying out site plan, preliminary design ready for client review	
Principal 10 hrs. x \$160/hr.	\$ 0,000.00
Registered Architect 0 hrs. x \$140/hr.	.00
Intern Architect 8 hrs. x \$80/hr.	640.00
Draftsperson 44 hrs. x \$60/hr.	2,640.00
Clerical 0 hrs. x \$40/hr.	\$.00
TOTAL BASIC SERVICES DUE THIS BILLING PERIOD	\$ 3,280.00



SUPPLEMENTARY SERVICES THIS BILLING PERIOD:

Principal 0 hrs. x \$160/hr.	\$ 80.00
Registered Architect 0 hrs. x \$140/hr.	.00
Intern Architect 0 hrs. x \$80/hr.	.00
Draftsperson 0 hrs. x \$60/hr.	.00
Clerical 0 hrs. x \$40/hr.	\$.00
TOTAL SUPPLEMENTARY SERVICES DUE THIS BILLING PERIOD	\$ 0.00

REIMBURSABLE EXPENSES:

None	\$ 0.00
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RETAINER:

(\$ 1,000.00)

OUTSTANDING INVOICES:

No. 247 (retainer)	\$ 1,000.00
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*pd on ck# 1667 1/30/20
Cleared on 2/7/20*

TOTAL COMPENSATION DUE THIS INVOICE:

\$ 4,280.00

SINCOX ASSOCIATES ARCHITECTS/PLANNERS

P.O. Box 2696, WESTFIELD, NJ 07091-2696

908-232-8188

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

BANK OF AMERICA, NA
55-33/212

13228

03/18/2020

PAY TO THE ORDER OF Sincox Associates Architects/Planners

\$ **3,280.00

Three thousand two hundred eighty and 00/100*****
DOLLARS

Sincox Associates Architects/Planners
414 1st St
Westfield, NJ 07090
United States

PROTECTED AGAINST FRAUD

MEMO 221: 152 Littleton Ave 2nd Egress Site Plan & Prelim

013228 021200339 000238003973

URBAN LEAGUE OF ESSEX COUNTY

13228

03/18/2020

Sincox Associates Architects/Planners

Date	Type	Reference	Original Amount	Balance Due	Payment
02/05/2020	Bill	258	3,280.00	3,280.00	3,280.00
		Check Amount			3,280.00

1010 Cash:Checking 221: 152 Littleton Ave 2nd Egress Site Plan & Preliminary Design 3,280.00

URBAN LEAGUE OF ESSEX COUNTY

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03/18/2020

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02/05/2020	Bill	258	3,280.00	3,280.00	3,280.00
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