

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

Bank of America  
ACH R/T 021200339

12000  
55-33212 NJ  
356

02/27/2020

PAY TO THE Anthony Clark \$ \*\*900.00  
ORDER OF \_\_\_\_\_  
Nine hundred and 00/100\*\*\*\*\* DOLLARS

Anthony Clark  
111 Mulberry St #2A  
Newark, NJ 07102

MEMO

451 -460 Ser. Rendered 02/10/20 - 02/14/20

Vivian Cox Jaser  
AUTHORIZED SIGNATURE



MP

10012995 10212003391 000238003973

**URBAN LEAGUE OF ESSEX CTY** GENERAL OPERATING ACCT 12995

02/27/2020		Anthony Clark		Original Amount	Balance Due	Payment
Date	Type	Reference		900.00	900.00	900.00
02/15/2020	Bill	02.15.20AC		Check Amount		900.00

**1010 Cash:Checking** 451 -460 Ser. Rendered 02/10/20 - 02/14/20 900.00

**URBAN LEAGUE OF ESSEX CTY** GENERAL OPERATING ACCT 12995

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02/15/2020	Bill	02.15.20AC		Check Amount		900.00

**1010 Cash:Checking** 451 -460 Ser. Rendered 02/10/20 - 02/14/20 900.00

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

INVOICE DATE: 02/21/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 02/17/20 - 02/21/20  
PAYABLE TO: Anthony Clark AMOUNT: \$900.00 INVOICE #: 02.21.20AC  
COMMENTS: Consultant Services for USJP participants for job opportunities

## 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

 **ENTERED**

PROGRAM DIRECTOR'S APPROVAL Gwen Morris GMDATE: 2/13/2020

## FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: \_\_\_\_\_

DATE: \_\_\_\_\_

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

CLASS CODE: 451

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

CHECK #: 12995



**Urban League of  
Essex County**

*Empowering Communities.  
Changing Lives.*

### Consultant Reimbursement Form: Job Developer

**ENTERED**  
*2/24/20 CH*

Name: Anthony G. Clark

Address: 111 Mulberry Street City: Newark State: NJ Zip: 07102

Phone (C): 973-991-7043 Email: Agclark.2465@gmail.com

Re: Reimbursement Month February Year: 2020

Number of Billable Hours						
Week of (Dates)	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
February 17 <sup>th</sup> -21 <sup>st</sup>	4.5	3.5	8	4	10	30
<b>Total</b>						<b>30</b>

Base Pay @ \$30.00 \$900.00

*Note: Hours should not exceed 30 hours per week*

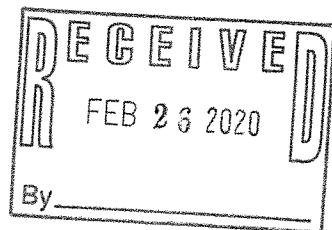
**Total Reimbursement** \$900.00

#### Number of Placements in Period

<b>Total</b>	

Base Pay @ \$30.00 \$0.00

**Total Reimbursement** \$900.00



**Signature** \_\_\_\_\_ **Date** 2/21/2020

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 (email, paychecks)

**Please complete the above and return to:**

VP, Workforce Development and Financial Opportunity Center



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## Job Developer Log

### Detailed Weekly Activities

Date	Activity*	Comment
February 17 <sup>th</sup> 8:30am - 1pm	Attended the Mayor's Men's breakfast meeting. Met with Kirra Egna after the breakfast regarding her company ICCG, Inc who subcontract for NJ Transit by hiring people to clean the trains and her company is background friendly and her interest in taking on some of our USJP's.	Follow up with Kirra Egna regarding hiring our participants to work at NJ Transit trains clean up crew.
February 18 <sup>th</sup> 9am - 12:30	Follow up with data input to the BD report and follow up with Patti from Maklett company regarding jobs for USJP's in the office settings. Recommend the following USJP's Annette Clyburn-Williams, Roxane Barri & Rosaline Williams	
February 19 <sup>th</sup> 8:00am- 4:00pm	Follow up with Lamar Morgan via phone and asked him to send the work papers and spoke with him about a new job search. Meeting with AF, KW& RH regarding Newark 2020 & USJP's Workforce concerns. Spoke with USJP participant Carmen Martinez regarding her updated resume and changes in her number, sent her resume to MCS Group. Follow up with Anthony Bygrave on his search and also sent his resume to Community Preservation & Associates,'s Shamecca Fuller; also had USJP's - Annette Clyburn-Williams, Roxane Barri's resumes sent to Ms. Fuller	Follow up with Alecia from Exothermic
February 20 <sup>th</sup> 8:30am - 12:00pm	Follow up with Patti and Nirod regarding the next steps for our partnership on hiring office supportive help through our USJP's list	.
February 21 <sup>st</sup>	Follow up with an email and talk to Akua lessesen from Kente Gold Build regarding her construction and architect firm and potential administrative jobs with her for the USJP's. She was forward the following USJP's names Annette Clyburn-Williams, Roxane Barri. Follow	Invite Akua out next week for drinks as requested per our conversation and her willing to hire USJP's.

<b>8:30am-3pm</b> <b>&amp; 4-7:30</b>	<p>up with USJP's participants regarding reviewing their job ready forms provided by Irene Cerno, I will schedule the following to come within the next week or two; Mary Tanner, Pat Carter, William Ribardo, Rosemary McGriff and Lisa Fulcher are participant One on one meeting with AF on various matters regarding our workforce operation. Follow up with data entries and SF entries from the prior week</p>	<p>Contact the following USJP's to have them come to the Newark office within two weeks :Pat Carter, William Ribardo, Rosemary McGriff Mary Tanner and Lisa Fulcher</p>

\*Activities may include, but is not limited to, maintaining and initiating contact with employers, researching & identifying job leads, interviewing participants, job matching activities, skills assessments, market research, outreach, identifying job orders, attending Job Fairs or meeting.