

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

01/16/2020

PAY TO THE ORDER OF Patricia Mise

\$ \*\*2,450.00

Two thousand four hundred fifty and 00/100\*\*\*\*\* DOLLARS

Patricia Mise

MEMO

950 - Allocated 01/01/20 - 01/14/20

*Vivian Cox*  
AUTHORIZED SIGNATURE

⑈012937⑈ ⑈021200339⑈ 000238003973⑈

URBAN LEAGUE OF ESSEX CTY	GENERAL OPERATING ACCT	12937
01/16/2020	Patricia Mise	
Date	Type	Reference
01/14/2020	Bill	20200101
		Original Amount
		2,450.00
		Balance Due
		2,450.00
		Payment
		2,450.00
		2,450.00
		Check Amount

1010 Cash:Checking 950 - Allocated 01/01/20 - 01/14/20 2,450.00

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# ULEC CHECK REQUEST FORM

INVOICE DATE: 1/14/2020 REQUESTED BY PATRICIA MISE PERIOD: 01/01/20 - 01/14/20

PAYABLE TO: PATRICIA MISE AMOUNT: \$ 2,450.00

INVOICE # 20200101 BUDGET AVAILABLE: YES NO: DUE DATE: 1/16/2020

COMMENTS: \_\_\_\_\_

COST CENTER:

X 950 ALLOCATED EXP

## GL CODES:

1420 PREPAID EXPENSES  
7510 FUNDRAISING FEES  
X 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  
8227 EQUIPMENT RENTAL

## 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  
8540 STAFF DEVELOPMENT/TRAINING

ENTERED

PROGRAM DIRECTOR'S APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

## FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO A/P INITIAL: PM DATE: 1/14/20

FISCAL OFFICE APPROVAL: \_\_\_\_\_ CLASS CODE 950

PRESIDENT/CEO'S APPROVAL \_\_\_\_\_ CHECK # 12937

Invoice Date 1/14/2020  
Invoice Number 20200101

Finance Department  
Urban League of Essex County  
508 Central Avenue  
Newark, NJ 07107  
(973)-624-9535

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