

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

BANK OF AMERICA, NA
55-33/212

13039

03/11/2020

PAY TO THE ORDER OF Staples Advantage

\$ **367.50

Three hundred sixty-seven and 50/100*****
DOLLARS

Staples Business Credit
P.O Box 105638
Atlanta, GA 30348-5638

PROTECTED AGAINST FRAUD



Vern Cox Sr.

MEMO 950 -Office Supplies

⑈013039⑈ ⑈021200339⑈ 000238003973⑈

URBAN LEAGUE OF ESSEX COUNTY

13039

03/11/2020

Staples Advantage

Date	Type	Reference	Original Amount	Balance Due	Payment
03/01/2020	Bill	7305081749-0-1	171.33	171.33	171.33
03/04/2020	Bill	7305430686-0-1	172.99	172.99	172.99
03/04/2020	Bill	7305430686-0-2	23.18	23.18	23.18
		Check Amount			367.50

1010 Cash:Checking 950 -Office Supplies

367.50

URBAN LEAGUE OF ESSEX COUNTY

13039

03/11/2020

Staples Advantage

Date	Type	Reference	Original Amount	Balance Due	Payment
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		Check Amount			367.50

1010 Cash:Checking 950 -Office Supplies

367.50

PAYMENT
RECORD



100811

Rev 2/1

ULEC CHECK REQUEST FORM

STATEMENT DATE: 3/4/2020 PREPARED BY: Carmen Martinez DUE DATE: 3/20/2020

PAYABLE TO: STAPLES ADVANTAGE AMOUNT: \$367.50

BUDGET AVAILABLE: YES NO:

COMMENTS: OFFICE SUPPLIES

<u>COST CENTERS:</u>	<u>COST CENTERS:</u>
<u>111 ABBOTT</u>	<u>467 WORKFORCE UN-AIR</u>
<u>112.1 TODDLERS</u>	<u>502 ESG RENTAL ASST</u>
<u>\$0.00 334H HOUSING NRTC</u>	<u>561 LISC-HUD FOC</u>
<u>\$171.33 451 USJP</u>	<u>565 WELLS F FOC</u>
<u>\$0.00 454 PRU-WORKFORCE</u>	<u>600 ADMIN</u>
<u>\$0.00 460 IHOP - FDU</u>	<u>\$196.17 950 ALLOCATED EXP</u>

ORDER #'S	AMOUNT	DESCRIPTION
7305081749-0-1 451 USJP	\$171.33	
7305430686-0-1 950-Allocated	\$172.99	
7305430686-0-2 950-Allocated	\$23.18	
	<u>\$367.50</u>	

GL CODES:

x 8110 SUPPLIES

 8170 PRINTING & COPYING

 8130 TELEPHONE & COMMUNICATIONS

 8140 POSTAGE & SHIPPING

 8160 COMPUTER SOFTWARE & HARDWARE

 8180 BOOKS, SUBSCRIPTIONS, REFERENCE

 8240 MAINTENANCE SUPPLIES

 8405 CLASSROOM MATERIALS & SUPPLIES

DIRECTOR'S APPROVAL _____ DATE: _____

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO A/P INITIAL: _____ DATE: _____

FISCAL OFFICE APPROVAL: [Signature]

PRESIDENT/CEO'S APPROVAL: [Signature]

CLASS CODE 451
950

CHECK # 13039



Staples Business Credit
PO BOX 105638
ATLANTA, GA 30348-5638

Greg Ward
Urban League of Essex County
508 Central Avenue
Newark, NJ 07107

Credit Account #
248098
Staples Account #
10175466NYC
Order #
7305430686-0-1

Purchase Details		Purchase Location	
Invoice Date	03/04/2020	Name	StaplesAdvantage.com
Budget Center	950- ALLOCATED	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	156464280	Ship To	
Terms	Standard	ID	NEWARK
Due Date	04/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$172.99	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
1682981	WORLDCARD COLOR A6 COLOR	\$172.99	1.00	\$172.99
Sub Total:				\$172.99
Sales Tax:				\$0.00
Invoice Total:				\$172.99

Pay online at <https://www.StaplesAdvantage.com>
Contact Staples Business Credit at (877) 457-6424 or help@staplesbusinesscredit.com with questions.



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ATLANTA, GA 30348-5638

Greg Ward
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508 Central Avenue
Newark, NJ 07107

Credit Account #
248098
Staples Account #
10175466NYC
Order #
7305430686-0-2

Purchase Details		Purchase Location	
Invoice Date	03/04/2020	Name	StaplesAdvantage.com
Budget Center	950- ALLOCATED	Address	PO Box 105638
Reference	JOANNA MARTINEZ		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	156464261	Ship To	
Terms	Standard	ID	NEWARK
Due Date	04/20/2020	Name	URBAN LEAGUE OF ESSEX COUNTY
Amount Due	\$23.18	Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
1949018	CLOROX WIPES VALUE PK 3/75CT	\$11.59	2.00	\$23.18
Sub Total:				\$23.18
Sales Tax:				\$0.00
Invoice Total:				\$23.18

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CHECK REQUEST FORM
451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/26/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 2/26/2020
PAYABLE TO: Staples AMOUNT: \$ 171.33
COMMENTS: Supplies for USJP for all 3 counties.
Invoice # 7305081749-D-1

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 [Signature]

DATE: 03/05/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: ☒ YES ☐ NO

VERIFIABLE INITIAL: pm

DATE: 3/11/20

FISCAL OFFICE APPROVAL _____

CLASS CODE: 451

RESIDENT/CEO'S APPROVAL _____

CHECK #: _____



Staples Business Credit
PO BOX 105638
ATLANTA, GA 30348-5638

Greg Ward
Urban League of Essex County
508 Central Avenue
Newark, NJ 07107

Credit Account #
248098
Staples Account #
10175466NYC
Order #
7305081749-0-1

Purchase Details		Purchase Location	
Invoice Date	02/26/2020	Name	StaplesAdvantage.com
Budget Center	USJP	Address	PO Box 105638
Reference	GWENDOLYN MORRIS		Atlanta, GA 30348-5638
Type	Sale	Phone	(877) 457-6424
Authorization #	155346715	Ship To	NEWARK
Terms	Standard		
Due Date	04/20/2020	ID	
Amount Due	\$171.33	Name	URBAN LEAGUE OF ESSEX COUNTY
		Address	508 CENTRAL AVE NEWARK, NJ 071071430

SKU	Description	\$/Unit	Units	Total
1789476	HP 62XL HYBLK/62 CLR INK 2PK	\$61.99	2.00	\$123.98
24373513	2020 DESK CALENDAR 22X17	\$5.99	2.00	\$11.98
24357848	2020 PLNR MNTHLY BLK 8X11	\$11.79	3.00	\$35.37
Sub Total:				\$171.33
Sales Tax:				\$0.00
Invoice Total:				\$171.33

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