

CHECK REQUEST FORM

ABBOTT - 111

EXPENSE REQUEST:

INVOICE DATE:

10/20/2019

REQUESTED BY:

H. Wilson

PERIOD COVERED :

Oct 2019

PAYABLE TO:

Aqua Flow

AMOUNT:

\$287.50

DUE DATE:

11/18/2019

INVOICE #:

2633

COMMENTS:

Pre School sink + toilet Repair

GL CODES:

☐ 7260 PAYROLL SERVICE FEES
☐ 7520 ACCOUNTING FEES
☐ 7540 INSTRUCTORS/CONSULTANTS/SUBS
☐ 8110 SUPPLIES
☐ 8130 TELEPHONE & COMMUNICATIONS
☐ 8160 COMPUTER SOFTWARE & HARDWARE
☐ 8170 PRINTING & COPYING
☐ 8180 BOOKS, SUBSCRIPTIONS, REFERENCE
☐ 8205 RENT, PARKING & OTHER OCCUPANCY
☐ 8210 UTILITIES
☐ 8220 EQUIPMENT RENTAL, REPAIR & MAINT
☒ 8230 BUILDING REPAIR & MAINTENANCE
☐ 8240 MAINTENANCE SUPPLIES
☐ 8299 SECURITY
☐ 8310 TRANSPORTATION & PARKING

GL CODES:

☐ 8320 MEALS (for meetings)
☐ 8350 CONFERENCE, CONVENTIONS, MEETINGS
☐ 8360 FIELD TRIPS
☐ 8405 CLASSROOM MATERIALS & SUPPLIES
☐ 8410 CLASSROOM TECHNOLOGY
☐ 8420 TUTORING
☐ 8425 EXPUNGEMENT SERVICES
☐ 8430 JOB TRAINING
☐ 8440 MENTORING
☐ 8445 FOOD & RELATED SUPPLIES
☐ 8520 INSURANCE - NON EMPLOYMENT RELATED
☐ 8530 MEMBERSHIP DUES - ORGANIZATIONS
☐ 8540 STAFF DEVELOPMENT/TRAINING
☐ 8560 PROCESSING FEES
☐ 8570 ADVERTISING/MARKETING EXP

PROGRAM DIRECTOR'S APPROVAL

H. Wilson

DATE:

10/22/19

ENTERED

FINANCE APPROVAL PROCESS:

SUPPORTING DOCS ATTACHED: ☒ YES ☐ NO

VERIFIABLE INITIAL:

Am

DATE:

10/23/19

FISCAL OFFICE APPROVAL

Am

Class

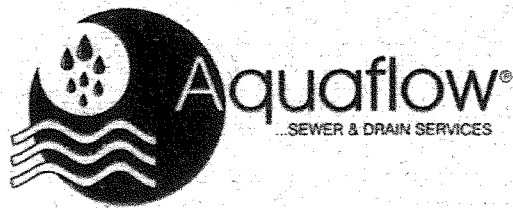
111

PRESIDENT/CEO'S APPROVAL

V2

Check #

0225

**Aquaflow Sewer & Drain Services**

8 No. Cobane Ter.
West Orange, NJ 07052
(888) 656-0100
bjones@aquaflow.net

INVOICE

BILL TO

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

INVOICE # 2633**DATE 10/20/2019****DUE DATE 11/19/2019****TERMS Net 30**

DATE	DESCRIPTION	QTY	RATE	AMOUNT
10/16/2019	Work Site 504 Central Ave. Newark, NJ 07107	1	0.00	0.00
10/16/2019	Work Order # 8620	1	0.00	0.00
10/16/2019	Repair Servicemen arrived on job to found small leak on flushometer toilet neck, tighten nut to stop leak. Also repaired unstable faucet in child's classroom because of a missing nut to secure it.		287.50	287.50
10/16/2019	Servicemen Bob / Tariq	1	0.00	0.00

Above is your invoice for review. Please remit payment at your earliest convenience. We appreciate you choosing Aquaflow Sewer & Drain Services.

BALANCE DUE**\$287.50**

For more information on our services, please logon to
www.aquaflow.net

URBAN LEAGUE OF ESSEX COUNTY
11/22/2019

Aquaflow Sewer & Drain Services

0225

Date
10/20/2019

Type
Bill

Reference
2633

Original Amount
287.50

Balance Due
287.50

Check Amount

Payment
287.50
287.50

1012 Cash:Checking Sewer & Drain Services 10/16/19

287.50