

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

01/30/2020

PAY TO THE  
ORDER OF Patricia P Mise

\$ \*\*2,450.00

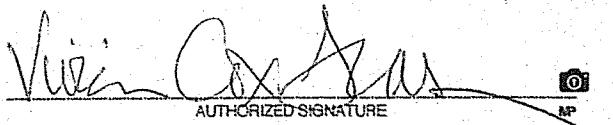
DOLLARS

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

Patricia P Mise

MEMO

950 - Allocated 01/15/20 - 01/29/20

  
AUTHORIZED SIGNATURE  
NP

1010 12924 10212003391 000238003973

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12924

01/30/2020 Patricia P Mise

Date	Type	Reference	Original Amount	Balance Due	Payment
01/29/2020	Bill	20200102	2,450.00	2,450.00	2,450.00
			Check Amount		2,450.00

1010 Cash:Checking 950 - Allocated 01/15/20 - 01/29/20 2,450.00

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# ULEC CHECK REQUEST FORM

INVOICE DATE: 1/29/2020REQUESTED BY PATRICIA MISEPERIOD: 01/15/20 - 01/29/20PAYABLE TO: PATRICIA MISEAMOUNT: \$ 2,450.00INVOICE # 20200102

BUDGET AVAILABLE: YES

NO:

DUE DATE: 1/31/2020

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: YESNO A/P INITIAL: AMDATE: 1/30/20FISCAL OFFICE APPROVAL: RJW

CLASS CODE

950PRESIDENT/CEO'S APPROVAL VJ

CHECK #

12924

**Patricia Mise**

Invoice Date 1/29/2020

Invoice Number 20200102

**Bill To:**

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

DESCRIPTION	# OF HOURS	RATE	AMOUNT
Billing for 01/15/20 - 01/29/20	70.00	\$ 35	\$ 2,450.00
A/P	20.00		
Banking	10.00		
Payroll & HR	10.00		
Grant Reports	10.00		
Credit Card Transactions	10.00		
Floyd Project	25.00		
Total Hours	<b>85.00</b>		
Total		\$	2,450.00