

GENERAL LEDGER JOURNAL ENTRY

ORIGINATING BUSINESS UNIT	OER01	JOURNAL ID		LEDGER GROUP	MOD_ACCRL
ORIGINATING DEPARTMENT CODE.	1120000	JOURNAL DATE		SOURCE	
ORIGINATING DEPARTMENT NAME	Office of Employee Relations				

** Please do NOT change any of the Originating coding or name. **

BU	DEPT	PROGRAM	FUND	ACCOUNT	PRODUCT	BUDGET REFERENCE	PCBU	PROJECT	ACTIVITY	ANALYSIS TYPE	OPERATING UNIT	CHARTFIELD 1	CHARTFIELD 2	CLASS	CHARTFIELD 3	Operating Transfer FUND AFFILIATE	Operating Transfer BU AFFILIATE	AMOUNT
Your	agency	coding	goes	56030		here...						and here						-947
OER01	1120200	24076	10050															
						SFS Code found in approval packet												

NET TOTAL – MUST EQUAL ZERO 0

Transfers Relate to the Following Original Documents:

Doc. No. _____
Date: _____

Note:
- TOTAL PLUSES (+) MUST EQUAL TOTAL MINUSES (-) ON THIS DOCUMENT.
- PLUSES (+) WILL INCREASE EXPENDITURES OR DECREASE REVENUES.
- MINUSES (-) WILL DECREASE EXPENDITURES OR INCREASE REVENUES.

Reason For Adjustment

NYS & CSEA Partnership for Education and Training, Quality of Work Life Grants Program: QWL Grant: QWL_0800 Agency - Facility; reimbursement not to exceed \$947.

Agency Certification

I certify that this JOURNAL ENTRY is a proper charge/credit to the appropriations cited above:

Signature	Date
Printed Name	Title
Telephone #	Date

Approver Review

Reviewed By
Date

January 1, 2023

MICHAEL SMITH
JOB TITLE
AGENCY-FACILITY
123 MAIN STREET
PLEASANTVILLE, NY 12345

JACQUELINE JONES
PRESIDENT CSEA LOCAL 0111
456 MAPLE AVE
PLEASANTVILLE, NY 12345

RE: Grant QWL_0800, Agency-Facility, Break/Lunch Room Improvement

Dear Michael and Jacqueline:

Congratulations! Your application for a Quality of Work Life Grant has been approved for up to \$947. Enclosed are the following:

- Items Approved for Purchase for Grant QWL_0800
- Reimbursement Checklist
- General Ledger Journal Entry Form (AC 22-S)
- Grant Worksheet

Kathy Collins has been identified as the fiscal officer for this grant. In order for your Agency/Facility to receive timely reimbursement, they must complete, sign, and send the enclosed General Ledger Journal Entry with supporting documents to grants@nyscseapartnership.org within 90 days of this letter or by March 1, 2023, whichever is sooner. If the required documents are not received within this time frame, the grant will be withdrawn.

If you have any questions about the grant process, please contact your Partnership Field Associate Joe Schmoie at 518-123-4567 or not.real.account@nyscseapartnership.org.

Sincerely,



Karen Chase-Corcoran
Program Manager

Enclosures

cc: CSEA REGIONAL PRESIDENT
CSEA REGIONAL DIRECTOR
FISCAL OFFICER
PARTNERSHIP FIELD ASSOCIATE

Michael N. Volforte, Director
Office of Employee Relations

Mary E. Sullivan, President
Civil Service Employees Association, Inc.

The following items have been approved for Grant QWL_0800, Agency-Facility

Reminder: Only purchases of items approved in this letter will be reimbursed unless a written request has been approved prior to purchase. Reimbursement will be for the actual amount paid and only up to the approved amount.

Description of Approved Items	Suggested SFS Code	Maximum Quantity and Per Unit Cost	Maximum Approved Cost
Microwave 2.0 cu ft max	56030	2 at \$309.00	\$618.00
Griddle Electric	56030	1 at \$329.00	\$329.00

Total Granted: \$947

SAMPLE

Purchasing Worksheet for Partnership Quality of Work Life Grant Grant QWL_0800, Full Agency Name - Agency-Facility

The following worksheet is a tool to assist you with calculating and coding the items purchased, in addition to ensuring you do not exceed the quantity or cost per item when making purchases for the grant.

Directions:

Enter the quantity purchased, purchase price per item, the total amount for each item, and the SFS account code used for each item purchased in the boxes below.

Reminders when making purchases:

- Only items approved will be reimbursed.
- Any change to the quantity approved or maximum cost per item must first be approved in writing by the Partnership.

Item	Maximum Quantity and Cost per Item Approved	Quantity Purchased per Item	Purchase Price per Item	Total Purchased Amount per Item
Microwave 2.0 cu ft max	2 at \$309.00	2	\$309.00	\$618.00
Griddle Electric	1 at \$329.00	1	\$329.00	\$329.00
		Total Amount Purchased		
		Total Amount Approved		\$947

Reimbursement Checklist for Quality of Work Life Grant **Grant QWL_0800, Full Agency Name - Agency-Facility**

Once purchases are made, send the documents outlined in the checklist below as an attachment to grants@nyscseapartnership.org. Please note, missing or incomplete documents will delay reimbursement.

1. General Ledger:

- Account codes match the coding used when items were purchased
- Total does not exceed maximum amount of grant approved
- General Ledger is signed

2. Proof of purchase (receipt/invoice) for each item that includes the following

- Legible text and prices
- Company name clearly displayed
- Each item purchased is clearly labeled
- Date of purchase is highlighted
- Amount paid per item is highlighted
- Quantity purchased is highlighted
- Balance is paid in full
- Sales tax is not included
- For awards – years of service are labeled on the receipt/invoice for each award purchased (Employee Recognition only)

3. Proof of payment for each item:

- Paying with a Voucher:
 - Copy of the voucher
 - Amount paid is highlighted on voucher
 - SFS screen print showing voucher payment status as paid
- Paying with P-card
 - Copy of Citibank statement with charges highlighted
 - Charges are clearly labeled

4. Packing slip/proof of delivery (when available)

5. Participant list with signatures (Employee Recognition grants only)

From: [REDACTED]
Sent: Lowe's Home Improvement <do-not-reply@notifications.lowes.com>
Friday, March 31, 2023 9:33 AM
To: [REDACTED]
Subject: Thanks for Your Order! # [REDACTED]

You don't often get email from do-not-reply@notifications.lowes.com. [Learn why this is important](#)

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.



Thanks, [REDACTED]
We've Received Your Order

Order # [REDACTED]
Placed March 31, 2023

We'll get started on it and
update you every step of the way.

[Manage Order](#)

Payment Summary


Subtotal (1 items)	\$618.00
Savings	(\$79.00)
Delivery	0.00
Total Tax	\$43.26
Total	\$661.26



**** * [REDACTED]



Delivery Details

 **Delivery Location**

██████████
██████████
████████████████████
██████████



Need To Reschedule ?

Reschedule your delivery [online](#).



Need Help ?

Visit our [Help Center](#).

2-cu ft 1200-Watt Countertop Microwave
(Stainless Steel)

QTY
2

Item #: 221357|Model #: JES2051SNSS

Unit Price: \$309.00|Subtotal: \$618.00

Estimated Delivery Date: Apr 5, 2023



Get the Lowe's app

It's quick and easy. Available for iOS and Android.

[Get App](#)



Lowe's Return Policy

You can return or exchange most new, unused merchandise with proof of purchase within 90* days of the original purchase date unless noted in our return policy exceptions.

*Appliance returns must be initiated within 48 hours of delivery or the time of pickup.

See [Return Policy](#) and [Exceptions](#) for details.



Lowe's Billing Policy

For more information on when you'll be charged, view our [billing policy](#).

[My Account](#)

[Contact Us](#)

From: Amazon.com <auto-confirm@amazon.com>
Sent: Friday, January 27, 2023 9:25 AM
To: [REDACTED]
Subject: Your Amazon.com order of "Weber Q1400 Electric Grill...".

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

amazonbusiness

[Your Account](#) [Amazon.com](#)

Order Confirmation

Order # [REDACTED]


Hello [REDACTED]

Thank you for shopping with us. We'll send a confirmation once your item has shipped. Your order details are indicated below. The payment details of your transaction can be found on the [order invoice](#). If you would like to view the status of your order or make any changes to it, please visit [Your Orders](#) on Amazon.com.

This order is placed on behalf of [REDACTED]

Your guaranteed delivery date is:
Tuesday, January 31

Your order will be sent to:

Your shipping speed:
 **Standard Shipping**

United States

[Order Details](#)

Order Details

Order # [REDACTED]

Placed on today, January 27



Weber Q1400 Electric Grill, Gray

\$299.00

Weber; Lawn & Patio

Sold by [Amazon.com Services LLC](#)

Condition: New

Order Total:

\$304.99

J.P.Morgan

JPMORGAN CHASE BANK NA
P.O. BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

MEMO STATEMENT
THIS IS NOT A BILL

ACCOUNT NUMBER XXXX-XXXX-XXXX-████

STATEMENT DATE ██████████

NET CHARGES ██████████



** 0000000

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: ██████████

CYCLE LIMIT: ██████████

ACCOUNTING CODE:

CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
████	████	████	████	████
████	████	████	████	████
████	████	████	████	████
████	████	████	████	████
████	████	████	████	████
████	████	████	████	████

FOR CUSTOMER SERVICE CALL:
1-800-318-6056

FOR LOST/STOLEN CARDS CALL:
1-800-318-6056

FOR TTY/TDD SERVICE CALL:
1-800-955-8060

ACCOUNT NUMBER

XXXX-XXXX-XXXX-████

STATEMENT DATE:

██████████

ACCOUNT SUMMARY

PURCHASES & OTHER CHARGES	██████████
CASH ADVANCES	.00
CREDITS	.00
CASH ADVANCE FEE	.00
NET CHARGES	██████████
DISPUTE AMOUNT	.00

SEND BILLING INQUIRIES TO:
JPMORGAN CHASE BANK NA
COMMERCIAL CARD SOLUTIONS
P.O. BOX 2015
MAIL SUITE IL1-6225
ELGIN, IL 60121

J.P.Morgan

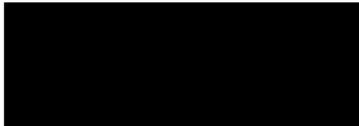
JPMORGAN CHASE BANK NA
P.O. BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

**MEMO STATEMENT
THIS IS NOT A BILL**

ACCOUNT NUMBER XXXX-XXXX-XXXX [REDACTED]

STATEMENT DATE [REDACTED]

NET CHARGES [REDACTED]



** 0000000

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: [REDACTED]

CYCLE LIMIT: [REDACTED]

ACCOUNTING CODE:

CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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04-06	04-05	24692163095106717809545	LOWES #00907* 866-483-7521 NC P.O.S.: 0000000000000000 SALES TAX: 43.26	661.26
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------	------------	------------

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
------------	------------	------------	------------	------------

FOR CUSTOMER SERVICE CALL: 1-800-316-6056 FOR LOST/STOLEN CARDS CALL: 1-800-316-6056 FOR TTY/TDD SERVICE CALL: 1-800-955-8060	ACCOUNT NUMBER XXXX-XXXX-XXXX [REDACTED]	ACCOUNT SUMMARY PURCHASES & OTHER CHARGES [REDACTED] CASH ADVANCES .00 CREDITS .00 CASH ADVANCE FEE .00 NET CHARGES [REDACTED] DISPUTE AMOUNT .00
	STATEMENT DATE: [REDACTED]	
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121		

Delivery Confirmation



Order Information **DELIVERED**

Order Number 772666140
Order Date Mar. 31, 2023
Delivery Date Apr. 05, 2023
Delivery Time 11:56 am

[Redacted]
 [Redacted]
 08:00 am to 12:00 pm

Delivery Items

Description

1. 2-cu ft 1200-Watt Countertop Microwave (Stainless Steel)

Item & Model

Item #221357
Model #JES2051SNSS

Quantity

Delivered
2 of 2

Delivered: 2
Not Delivered: 0
Total Items: 2

SAMPLE



All ▾ Enter keyword or product number



Janitorial & Sanitation supplies +

Get the app Back to School Add Profile Buy Again Gift Cards

EN



LIST

TV BUSINESS PLYING



Your Account > Your Orders > Order Details

Order Details

Ordered on January 27, 2023

Order# [Redacted]

[Printable Order Summary](#)

Shipping Address



Payment Method

VISA **** [Redacted]

Order Summary

Item(s) Subtotal:	\$299.00
Shipping & Handling:	\$5.99
Total before tax:	\$304.99
Estimated tax to be collected:	\$0.00
Grand Total:	\$304.99

Transactions

Order method

Business

Delivered Jan 31, 2023



Weber Q1400 Electric Grill, Gray

Weber

Sold by: Amazon.com Services LLC
Return window closed on Mar 1, 2023

~~\$299.00~~

Business Price

Condition: New

[Buy it again](#)

[Get product support](#)

[Write a product review](#)

Recommended for you based on Weber Q1400 Electric Grill, Gray

Page 1 of 10



Weber Q 1000 Series Bonnet Grill Cover, Heavy Duty and Waterproof

14,651

1K+ bought in past month
Amazon's Choice in Grill Covers

\$18.92

Get it as soon as **Monday, Jul 24**

FREE Shipping on orders over \$25 shipped by Amazon



Weber Q Portable Cart, Black, for Q 1000 and 2000

8,257

1K+ bought in past month
Amazon's Choice in Grill Carts

\$99.95

Get it as soon as **Monday, Jul 24**

FREE Shipping on orders over \$25 shipped by Amazon



Weber Aluminum Drip Pans, 5 x 1.4 x 7.5 Inches, Set of 10

33,395

10K+ bought in past month
\$10.49

Get it as soon as **Monday, Jul 24**

FREE Shipping on orders over \$25 shipped by Amazon



Cornova Grill Cover for Weber Q Series - 7110 BBQ Cover for Weber Q1000 and Q100 Series...

154

200+ bought in past month
\$17.69

Get it as soon as **Tuesday, Jul 25**

FREE Shipping on orders over \$25 shipped by Amazon
Only 4 left in stock - order...

Explore more from across the store