

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1207123

Vendor Name: DuPage County

Invoice Number: 43835

Invoice Date: 12/31/19

PO Number: B0367180

Check Number: 0268302

Check Amount: \$ 2,845.11

Check Date: 06/10/2020

Department ID: 02584

Reviewer Name:

Voucher Number: V0599134

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: ellisjo@cod.edu
Sent: Fri Jan 17 13:05:44 CST 2020
To: invoicing@cod.edu
CC: hob@cod.edu, holmank73@cod.edu
Subject: Perkins WIOA One-Stop - 2nd Qtr Invoice BO 367180

Please process payment for the attached invoice for Perkins WIOA One-stop against BO 367180

Jonita Ellis
CTE Program Improvement Manager
Academic Affairs
Office: BICE06H Phone: (630) 942-3228
Email: ellisjo@cod.edu

workNet DuPage Career Center - LWIA 6
2525 Cabot Drive, Suite 302
Lisle, IL 60532

INVOICE

Bill To:

COLLEGE OF DUPAGE (PERKINS)

Attn: Jonita Ellis

Coordinator of Academic Assessment & Reporting
Academic Affairs

425 Fawell Blvd, Glen Ellyn, IL 60137

Invoice No: 43835

Invoice Date: 12/31/19

| Description | Period | Amount |
|---|--------------------|--------------------|
| One-Stop Center Costs - Quarter Ending 12/31/19 | 1.0 FTE | |
| SHARED INFRASTRUCTURE COSTS | | |
| Facilities Costs: | | |
| Rent | 10/1/19 - 12/31/19 | 1,814.44 |
| Electricity | 9/24/19 - 12/26/19 | 51.28 |
| Technology Costs: | | |
| Telephone | 9/17/19 - 12/16/19 | 46.24 |
| Internet | 10/1/19 - 12/31/19 | 101.71 |
| Copier | from - to | - |
| Sub-Total Shared Infrastructure Costs: | | 2,013.67 |
| SHARED DELIVERY SYSTEM COSTS | | |
| Board Functions: | | |
| Marketing Services | from - to | - |
| Service Integration: | | |
| Navigator | 9/21/19 - 12/27/19 | 398.51 |
| One-Stop Operator | 10/1/19 - 12/27/19 | 387.40 |
| Finance & Billing | 10/1/19 - 12/27/19 | 45.53 |
| Sub-Total Shared Delivery System Costs: | | 831.44 |
| TOTAL AMOUNT DUE | | \$ 2,845.11 |

APPROVED
01/22/20- LISA STOCK

INVOICE REVIEWED
OKAY TO PAY
BARBARA GROVES 01/22/20

Please make check payable to: DuPage County-Workforce Development Division

Mail check to: DuPage County-Finance Dept.-Grants Division

421 N. County Farm Road
Wheaton, IL 60187

For billing questions, please call Carmi Cyrus (630) 407-6141 or e-mail carmi.cyrus@dupageco.org

ok to pay
against BPO
367180
Settle 1/17/2020

From: zerrudom@cod.edu
Sent: Thu May 21 12:59:06 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Check No. 262343 for DuPage County

From: Ho, Ben
Sent: Thursday, May 21, 2020 12:51 PM
To: Zerrudo, Maria <zerrudom@cod.edu>; Marek, Robert <marekr@cod.edu>
Subject: RE: Check No. 262343 for DuPage County

Yes, Marivic. The replacement can be issued in the June check run. Thank you, Marivic and Bobby.

Ben

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Thursday, May 21, 2020 12:50 PM
To: Ho, Ben <hob@cod.edu>; Marek, Robert <marekr@cod.edu>
Subject: RE: Check No. 262343 for DuPage County

Hi Ben,

I haven't done anything with the check yet but based on Bobby's request, hoping to reissue before the June check run, that it was I suggested.

But if they can wait that is good. So just to be clear, since they can wait, the replacement check will be printed in June.

Please let me know if this is correct.

Thanks

Marivic

From: Ho, Ben
Sent: Thursday, May 21, 2020 12:44 PM
To: Zerrudo, Maria <zerrudom@cod.edu>; Marek, Robert <marekr@cod.edu>
Subject: RE: Check No. 262343 for DuPage County

Hello guys,

I have just heard back from DuPage County. She could wait for the check to be printed in the June check run.

Marivic, are you saying that a check will be cut next Wednesday?

Thanks.

Ben

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Thursday, May 21, 2020 12:41 PM
To: Marek, Robert <marekr@cod.edu>
Cc: Ho, Ben <hob@cod.edu>

Cc: Ho, Ben <hob@cod.edu>

Subject: RE: Check No. 262343 for DuPage County

Hi Bobby,

We process the check remotely and Eugene is very kind to do all the check printing and mailing.

The mailroom is open on Wednesdays only until they go back full time in two weeks, so I suggest to mail the replacement check next Wednesday so Eugene doesn't have to go back and forth to COD to cut and mail.

Will this work?

Thanks

Marivic Zerrudo

Accounts Payable Team Leader

College of DuPage

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | zerrudom@cod.edu

From: Marek, Robert

Sent: Thursday, May 21, 2020 12:35 PM

To: Zerrudo, Maria <zerrudom@cod.edu>

Cc: Ho, Ben <hob@cod.edu>

Subject: Check No. 262343 for DuPage County

Hi Marivic,

We cut a check to DuPage County (VN1207123) for V0599134 back in February, and it looks like they still haven't received check 262343. Would you be able to do a stop payment on 262343, void the check in Colleague, and reissue a new check at your earliest convenience? Does Eugene print checks, or do you and the other Leads still go in the office to do them? I'm hoping we can get this reissued before the June check run since it's pretty old.

I appreciate your help, Marivic. Let me know if you have any questions. Would you be able to email Ben and me once the new check has been issued?

Thanks!



Bobby Marek

Senior Accountant | Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599

phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

Check/Serial Number *
 Amount(USD) *
 Sequence Number *
 Issue Date

Payee 1
 Payee 2

* One or more fields required. For credit and non-check debit searches the amount field is required.

[Inquire](#)

[Clear](#)

NOTE: For Inquiry Results greater than 250 items, only the first 250 items matching your inquiry will be returned.

[Print](#)

[Print Images](#)

| # | Check/ Serial# | Amount (USD) | Issue Date | Sequence Number | Additional Info | Effective Date | Status | Request Image | Select (All) |
|----|-------------------|-----------------|---------------|--------------------|-----------------|-------------------|-------------|------------------|--------------------------|
| 1. | 262343 | 2,845.11 | 02/12/2020 | | DuPage County | | Outstanding | | <input type="checkbox"/> |