

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1585496
Vendor Name: Banner Personnel Service Inc
Invoice Number: 37282
Invoice Date: 11/16/19
PO Number: B0367362
Check Number: E0080410
Check Amount: \$ 1,107.31
Check Date: 06/17/2020
Department ID: 00820
Reviewer Name: Julie Wolfe
Voucher Number: V0629248
Redaction Type: None
Document Type: AP Invoice

Document Below

From: wolfej9378@cod.edu
Sent: Wed Jun 10 09:42:10 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Banner Invoice Dept.#00820

Julie Wolfe
Administrative Assistant to the Interim
Vice President Institutional Advancement
College of DuPage
425 Fawell Blvd. | BIC 1520 | Glen Ellyn, IL 60137-6599
Phone: 630.942.3555
Fax: 630.790.2686
Email: wolfej9378@cod.edu

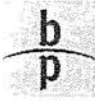
Remit To:

RECEIVED

FEB - 5 2020

HUMAN RESOURCES

Branch Name: Naperville



Banner Personnel Service, Inc.

7425 Janes Avenue, Suite 201
Woodridge, IL 60517
630-515-0500

Accounts Payable
College Of DuPage
425 22nd St
Glen Ellyn, IL 60137

| | |
|--------------|-------------|
| Invoice Date | Invoice # |
| 11/16/2019 | 37292 |
| Customer # | Invoice Amt |
| 48221 | \$834.31 |

TERMS: Unless otherwise provided for under contract, This invoice must be paid within 10 days. Any invoiced amount not paid within 30 days will accrue interest at the rate of 1% per month or at the maximum rate permitted by law. Client directed travel or expense costs will be assessed a 5% handling charge.

Please detach and return with remittance

| Employee | Description | Reg Hrs | Rate | OT Hrs | OT Rate | Total |
|----------|-------------------------|---------|---------|--------|---------|----------|
| | WeekendDate: 11/16/2019 | | | | | |
| | Clerk - Filing | 23.50 | \$15.45 | 0.00 | \$23.18 | \$363.08 |
| | Clerk - Filing | 7.50 | \$15.45 | 0.00 | \$23.15 | \$115.88 |
| | Clerk - Filing | 23.00 | \$15.45 | 0.00 | \$23.18 | \$355.35 |

Please Pay

\$834.31

APPROVED
06/11/20 - WALTER JOHNSON

INVOICE REVIEWED
OKAY TO PAY
JULIE WOLFE 06/11/20

Banner Personnel
Temporary Employee Time Sheet

*Just
Advancement*

bannerpersonnel 

[Redacted]
[Redacted]
[Redacted]
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.
EMPLOYEE
SIGNATURE **X** [Redacted]

COMPANY NAME
COLLEGE OF DUPAGE
ADDRESS
425 FACELL BLVD
CITY/STATE/ZIP
GLEN ELLYN IL 60137

EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSTRUED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

WEEK ENDING SATURDAY

| | DATE | TIME STARTED | TIME FINISHED | LESS LUNCH | HOURS WORKED |
|-----|-----------------|-----------------|------------------|----------------|-----------------|
| SUN | | | | | |
| MON | <i>11/11/19</i> | <i>8:30 AM</i> | <i>5:00 PM</i> | <i>.50 hr.</i> | <i>8 hrs</i> |
| TUE | <i>11/12/19</i> | <i>8:30 AM</i> | <i>5:00 PM</i> | <i>.50 hr.</i> | <i>7.5 hrs</i> |
| WED | <i>11/13/19</i> | <i>8:30 AM</i> | <i>5:00 PM</i> | <i>.50 hr.</i> | <i>8 hrs.</i> |
| THU | | | | | |
| FRI | | | | | |
| SAT | | | | | |

TOTAL TO NEAREST QUARTER HOUR.
MINIMUM ASSIGNMENT TIME IS 4 HOURS.
CLIENT WILL BE BILLED FOR HOURS LISTED.

TOTAL: *23.5 hrs*

CLIENT AGREEMENT

BANNER HAS INCURRED EXPENSE IN RECRUITING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH BANNER, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY NAMED HEREON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF BANNER AND PAYMENT OF THE APPLICABLE FEE (SEE WWW.BANNERPERSONNEL.COM/TERMS.FEE).


I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE **X** *[Signature]* TITLE

Please fax or email to: 630.505.4566 or
bps_naperville@bannerpersonnel.com

Banner Personnel
Temporary Employee Time Sheet

bannerpersonnel 

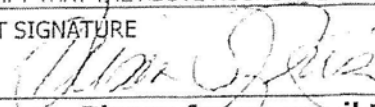
| | | | | | | | | | | | |
|------------------------|---|--|---|---|--|--|--|--|--|------|--|
| SOCIAL SECURITY NUMBER | | | | | | | | | | | |
| X | X | X | X | X | | | | | | | |
| EMPLOYEE | |  | | | | | | | | | |
| I CERTIFY | | | | | | | | | | EET. | |
| EMPLOYEE | | | | | | | | | | | |
| SIGNATURE | | | | | | | | | | | |

| | |
|----------------|--------------------------|
| COMPANY NAME | <i>College of DuPage</i> |
| ADDRESS | <i>425 Farwell Blvd.</i> |
| CITY/STATE/ZIP | <i>Glen Ellyn, IL</i> |

EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSTRUED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

| |
|---|
| WEEK ENDING SATURDAY <i>11-16-19</i> |
|---|

| | DATE | TIME STARTED | TIME FINISHED | LESS LUNCH | HOURS WORKED |
|--|-----------------|-----------------|------------------|---------------|-------------------|
| SUN | | | | | |
| MON | | | | | |
| TUE | <i>11-12-19</i> | <i>9:00</i> | <i>5:00</i> | <i>30 min</i> | <i>7.5</i> |
| WED | | | | | |
| THU | | | | | |
| FRI | | | | | |
| SAT | | | | | |
| TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED. | | | | | TOTAL: <i>7.5</i> |

| | |
|--|-------|
| <p align="center">CLIENT AGREEMENT</p> <p>BANNER HAS INCURRED EXPENSE IN RECRUITING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH BANNER, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY NAMED HEREON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF BANNER AND PAYMENT OF THE APPLICABLE FEE (SEE WWW.BANNERPERSONNEL.COM/TERMS.HTM).</p> <p>I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.</p> | |
| CLIENT SIGNATURE | TITLE |
| <i>X</i>  | |

Please fax or email to: 630.505.4566 or
bps_naperville@bannerpersonnel.com

Banner Personnel
Temporary Employee Time Sheet



| | |
|------------------------|------------|
| SOCIAL SECURITY NUMBER | [REDACTED] |
| EMP | [REDACTED] |
| I CE | E SHEET. |
| EM | |
| SIG | |

| | |
|----------------|----------------------|
| COMPANY NAME | College of DuPage |
| ADDRESS | 425 Fawell Blvd. |
| CITY/STATE/ZIP | Glen Ellyn, IL 60137 |

EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSTRUED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

| |
|----------------------|
| WEEK ENDING SATURDAY |
| 11/16/19 |

| | DATE | TIME STARTED | TIME FINISHED | LESS LUNCH | HOURS WORKED |
|-----|----------|-----------------|------------------|---------------|-----------------|
| SUN | | | | | |
| MON | 11/11/19 | 8:30 | 5:00 | .50 | 8.0 |
| TUE | 11/12/19 | 9:00 | 5:00 | .50 | 7.5 |
| WED | 11/13/19 | 9:00 | 5:00 | .50 | 7.5 |
| THU | | | | | |
| FRI | | | | | |
| SAT | | | | | |

| | |
|--|-------------|
| TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED. | TOTAL: 23.0 |
|--|-------------|

CLIENT AGREEMENT
BANNER HAS INCURRED EXPENSE IN RECRUITING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH BANNER, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY NAMED HEREON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF BANNER AND PAYMENT OF THE APPLICABLE FEE (SEE WWW.BANNERPERSONNEL.COM/TERMS.HTM).
I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

| | |
|------------------|-------|
| CLIENT SIGNATURE | TITLE |
| X [Signature] | |

Please fax or email to: 630.505.4566 or
bps_naperville@bannerpersonnel.com

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1585496
Vendor Name: Banner Personnel Service Inc
Invoice Number: 36685
Invoice Date: 08/24/19
PO Number: B0367362
Check Number: E0080410
Check Amount: \$ 1,107.31
Check Date: 06/17/2020
Department ID: 00820
Reviewer Name: Julie Wolfe
Voucher Number: V0629287
Redaction Type: None
Document Type: AP Invoice

Document Below

From: wolfej9378@cod.edu
Sent: Thu Jun 11 09:14:09 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Banner Invoice Dept. 00820

Julie Wolfe
Administrative Assistant to the Interim
Vice President Institutional Advancement
College of DuPage
425 Fawell Blvd. | BIC 1520 | Glen Ellyn, IL 60137-6599
Phone: 630.942.3555
Fax: 630.790.2686
Email: wolfej9378@cod.edu

Remit To:



Banner Personnel Service, Inc.

7425 Janes Avenue, Suite 201
Woodridge, IL 60517
630-515-0500

Branch Name: Naperville

| | |
|--------------|-------------|
| Invoice Date | Invoice # |
| 8/24/2019 | 36685 |
| Customer # | Invoice Amt |
| 48221 | \$273.00 |

Accounts Payable
College Of DuPage
425 2nd St
Gen Ellyn, IL 60137

APPROVED
06/11/20 - WALTER JOHNSON

TERMS: Unless otherwise provided for under contract:

This invoice must be paid within 10 days. Any invoiced amount not paid within 30 days will accrue interest at the rate of 1% per month or at the maximum rate permitted by law. Client directed travel or expense costs will be assessed a 5% handling charge.

Please detach and return with remittance

| Employee | Description | Reg Hrs | Rate | OT Hrs | OT Rate | Total |
|----------|---|---------|---------|--------|---------|----------|
| | WeekendDate: 8/24/2019 Administrative Assistant | 15.00 | \$18.20 | 0.00 | \$27.30 | \$273.00 |

Please Pay

\$273.00

INVOICE REVIEWED
OKAY TO PAY
JULIE WOLFE 06/11/20