

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1577636

Vendor Name: Bring 2 Market LLC

Invoice Number: PO369806

Invoice Date: 06/04/20

PO Number: P0369806

Check Number: E0080412

Check Amount: \$ 626.88

Check Date: 06/17/2020

Department ID: 04701

Reviewer Name:

Voucher Number: V0625575

Redaction Type: None

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

Document Below

From: lasorsak@cod.edu
Sent: Thu Jun 04 13:06:48 CDT 2020
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: Lekkco_Zei.G. March

Hi,

Please see attached!

Thanks!

Krystina LaSorsa

Interim Manager, Internship and Service Learning Coordinator
Career Services Center
College of DuPage

Meet our Team!

During the COVID-19 pandemic, the CSC is still serving students, faculty, staff, alumni and community member. To schedule a remote appointment please contact csc@cod.edu.

Page 1 of 2
B. 1. Board of Higher Education
Submission of Request for Project
Final Report - May 1, 2019

PO: 369806

Dr. [illegible] 11/1/2019

Monthly Reimbursement Form

Company Name: Bing 2 Market LLC d/b/a Lekko
Contact Name and Title at Company: Jennifer Lukas-Bourgeois, Co-Founder and VP Marketing
Contact Name Signature: [illegible]

Contact Phone Number: 312-480-1111
Contact email: JLB@Lekko.com
Name of Student: Maria Zerrudo
Signature of Student: [illegible]

AP VERIFIED
06/04/20 - MARIA ZERRUDO

Description of work performed: Works with founder to create content for Lekko recipes, ideation to execution of recipe content and brand storytelling that ties into driving brand awareness

Service activities offered to student:
Please indicate if you are a volunteer student, please indicate the number of hours worked and the number of hours paid.

Did Student obtain permanent employment in Illinois? ☒ Yes ☐ No
If yes, please provide date of employment and name of employer.

Check Date	Hours Worked	Hourly Rate	Total Wages Paid
July 2019			
August 2019			
September 2019			
October 2019			
November 2019			
December 2019			
January 2020			
February 2020			
March 2020	33.72	13.00	438.36
April 2020			438.36
May 2020			7% benefits 8.77
June 2020			447.13
July 2020			447.13
August 2020			447.13

Reimbursement is on a first-come, first-served basis. Reimbursement requests are not guaranteed for reimbursement.

\$ 723.57

Justly Zed

Steve M. Gustafson

Zeh, Judy

From: Grayson Zweibruck <graysonzweibruck@gmail.com>
Sent: Wednesday, April 22, 2020 11:06 AM
To: Jennifer Lukas-bourgeois
Cc: LaSorsa, Krystina
Subject: Re: COD Internship Paperwork

approved electronically in lieu of signature ←

On Mon, Apr 20, 2020 at 6:23 PM Jennifer Lukas-bourgeois <JLB@lekkco.com> wrote:
Grayson-

Good afternoon! As we are working remotely and observing social distancing, in lieu of a signature, could you review the COD Internship Grant form, reply to all and note "approved electronically in lieu of signature" for processing.

Please reach out with any questions!

Thanks-

Jennifer Lukas-Bourgeois
Co-Founder & Chief Brand Officer

www.Lekkco.com
On social everywhere @Lekkco

Office: +1 (877) 665-1897
Cell: +1 (312) 480-1433

Spreading good, literally and figuratively.

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

369806

Page: 1

Release Method: Hard Copy

Release Date: 06/04/2020

Created Date: 06/04/2020

*** Confirming Purchase Order *****Vendor:**

1577636
Bring 2 Market LLC
780 W Army Trail Rd #192
Carol Stream, IL 60188

Attn: Jennifer Lukas-Bourgeois

Phone: 312-480-1433
Fax:

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: LaSorsa, Krystina**PO Created By:** Dando, Anne Marie**Purchase Order Comments:****Requisition Number(s):** 680297**Requisitioner Name(s):** Krystina LaSorsa

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Lekkco_Z.Grayson_Mar20	\$223.57	\$223.57
Deliver To: LaSorsa, Krystina						
Sub Total: \$						223.57
Total: \$						223.57

Account Code Summary

Account Code	Account Description	Amount
06-10-04701-5309001		\$223.57

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

369806

Page: 2**Release Method:** Hard Copy**Release Date:** 06/04/2020**Created Date:** 06/04/2020*** Confirming Purchase Order ***

payroll records for all workers and sub-contractors utilized for the project.

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1577636

Vendor Name: Bring 2 Market LLC

Invoice Number: PO369802

Invoice Date: 06/04/02

PO Number: P0369802

Check Number: E0080412

Check Amount: \$ 626.88

Check Date: 06/17/2020

Department ID: 04701

Reviewer Name:

Voucher Number: V0625584

Redaction Type: None

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

Document Below

From: lasorsak@cod.edu
Sent: Thu Jun 04 08:59:11 CDT 2020
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: Kukla_March_PO

Hi,

Please see attached.

Krystina LaSorsa

Interim Manager, Internship and Service Learning Coordinator
Career Services Center
College of DuPage

Meet our Team!

During the COVID-19 pandemic, the CSC is still serving students, faculty, staff, alumni and community member. To schedule a remote appointment please contact csc@cod.edu.

PO: 369802

College of DuPage
Illinois Board of Higher Education FY20

Grant Period: July 1, 2019 - June 30, 2020

IBHE Form 10-04 (01-23) 9001

AP VERIFIED

06/04/20 - MARIA ZERRUDO

Company Name: Bring 2 Market, LLC d/b/a Lekko

Contact Name: JLB@Lekko.com

Contact Name Signature:

Contact Phone Number: 312-480-1433

Contact email: JLB@Lekko.com

Name of Student Intern: Andzelika Kukla

Signature of Student Intern:

approved through email in lieu of signature. COVID 19

Description of work performed: By the completion of the program, the individual will learn real world business and marketing experience. The individual will manage insight on best practices for brand development as well as watching their creative content be used in a real world business environment. The goal of the Lekko Internship is to educate on the marketing processes, tactics and execution through multiple project involvement and support.

Service activities offered to student:

Please note this refers to any volunteer opportunities available to the student through your company. If applicable.

Did Student obtain permanent employment in Illinois? ☐ Yes ☒ No

If yes, please provide date of employment and name of employer.

Check Date	Hours Worked	Hourly Rate	Total Wages Paid
May 2019		\$	
August 2019		\$	
September 2019		\$	
October 2019		\$	
November 2019		\$	
December 2019		\$	
January 2020		\$	
February 2020		\$	
March 2020	30.95	\$ 13.00	\$ 402.35
April 2020		\$	
May 2020		\$ 2% Benefits	\$ 8.05
June 2020		\$	\$ 410.40
July 2020		\$	\$ 2
August 2020		\$	\$

\$ 205.20

Reimbursement is on a first come, first serve basis. Reimbursement requests are not guaranteed for reimbursement.

*Jacelynn
5-1-2020*

Steve M. Gustafson

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

369802

Page: 1

Release Method: Hard Copy

Release Date: 06/03/2020

Created Date: 06/03/2020

*** Confirming Purchase Order *****Vendor:**

1577636
Bring 2 Market LLC
780 W Army Trail Rd #192
Carol Stream, IL 60188

Attn: Jennifer Lukas-Bourgeois

Phone: 312-480-1433
Fax:

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: LaSorsa, Krystina**PO Created By:** Dando, Anne Marie**Purchase Order Comments:****Requisition Number(s):** 680189**Requisitioner Name(s):** Krystina LaSorsa

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Lekkco_Kukla_March_20	\$205.20	\$205.20
Deliver To: LaSorsa, Krystina						
Sub Total: \$						205.20
Total: \$						205.20

Account Code Summary

Account Code	Account Description	Amount
06-10-04701-5309001		\$205.20

Terms and Conditions:

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3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
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6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
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12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

369802

Page: 2**Release Method:** Hard Copy**Release Date:** 06/03/2020**Created Date:** 06/03/2020*** Confirming Purchase Order ***

payroll records for all workers and sub-contractors utilized for the project.

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1577636

Vendor Name: Bring 2 Market LLC

Invoice Number: PO369801

Invoice Date: 06/04/20

PO Number: P0369801

Check Number: E0080412

Check Amount: \$ 626.88

Check Date: 06/17/2020

Department ID: 04701

Reviewer Name:

Voucher Number: V0625585

Redaction Type: None

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

Document Below

From: lasorsak@cod.edu
Sent: Thu Jun 04 08:57:55 CDT 2020
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: Echols_Lekkco

Hi,

Please see attached.

Krystina LaSorsa

Interim Manager, Internship and Service Learning Coordinator
Career Services Center
College of DuPage

Meet our Team!

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PO:369801

College of DuPage
Illinois Board of Higher Education FY20
Cooperative Work Study Project
Grant Period: July 1, 2019-August 31, 2020

06 10-247v1 3698001

Monthly Reimbursement Form

Company Name: Bring 2 Market, LLC dba Lekko

Contact Name and Title at Company: JLB Lekko, Jr. and VP Marketing

Contact Name Signature: *JLB Lekko, Jr.*

Contact Phone Number: (708) 218-1234

Contact Email: JLB@Lekko.com

Name of Student Intern: Gurina Echols

Signature of Student Intern: *Gurina Echols*

approved through email in lieu of signature, COVID 19

Description of work performed: As the culinary creative, you will be responsible for idea-ting, testing, and writing recipes that feature our existing and upcoming new Belgian dark chocolate spreads. Recipe content will be used across all our marketing platforms inviting consumers to use products in a creative, simple and delicious recipes.

Bring 2 Market LLC will provide the necessary support to support the student's reimbursement of expenses. We will also provide the necessary support to support the student's reimbursement of expenses.

Service activities offered to student:

Please note this refers to any volunteer opportunities available to the student through your company, if applicable.

Did Student obtain permanent employment in Illinois? ☒ Yes ☐ No

If yes, please provide date of employment and name of employer.

Check Date	Hours Worked	Hourly Rate	Total Wages Paid
July 2019		\$	\$
August 2019		\$	\$
September 2019		\$	\$
October 2019		\$	\$
November 2019		\$	\$
December 2019		\$	\$
January 2020		\$	\$
February 2020		\$	\$
March 2020	29.68	\$13.00	\$388.44
April 2020		\$	\$
May 2020		\$	\$
June 2020		\$	\$
July 2020		\$	\$
August 2020		\$	\$

(198.11)

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Judy Zeh
5-1-2020

Steve M. Gustafson

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

369801

Page: 1

Release Method: Hard Copy

Release Date: 06/03/2020

Created Date: 06/03/2020

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1577636
Bring 2 Market LLC
780 W Army Trail Rd #192
Carol Stream, IL 60188

Attn: Jennifer Lukas-Bourgeois

Phone: 312-480-1433
Fax:

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: LaSorsa, Krystina**PO Created By:** Dando, Anne Marie**Purchase Order Comments:****Requisition Number(s):** 680188**Requisitioner Name(s):** Krystina LaSorsa

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1		1	Each	Lekkco_Echols_March_20	\$198.11	\$198.11
Deliver To: LaSorsa, Krystina						
Sub Total: \$						198.11
Total: \$						198.11

Account Code Summary

Account Code	Account Description	Amount
06-10-04701-5309001		\$198.11

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Accounts Payable, SRC2049
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PURCHASE ORDER

369801

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