Information:

Drawer: Finance
Number: **** FERPA Redaction ****
Name: **** FERPA Redaction ****
Invoice Number: C910003
Invoice Date:
PO Number:
Check Number: 0270825
Check Amount: $ 150.00
Check Date: 07/14/2020
Voucher Number: V0622919
AP Type: IM Invoices < $15,000
Redaction Type: FERPA
Document Type: Independent Contractor Agreement

Document Below
Note: Parts of the image below may have been redacted

From: acctpay@cod.edu
Sent: Thu Jun 11 16:17:47 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Attached Document - Independent contractor forms
---

From: Burns, Paula
Sent: Thursday, June 11, 2020 2:38 PM
To: Accounts Payable <acctpay@cod.edu>
Subject: Fw: Attached Document - Independent contractor forms
Importance: High

Hello,

Please process.

Thank you.

Paula

From: Burns, Paula
Sent: Wednesday, June 10, 2020 8:01 AM
To: Refakes, Eugene
Subject: Fw: Attached Document - Independent contractor forms

Hello Eugene,

Would you be able to let me know what the status is on these requests?

Thank you.

Paula

From: Burns, Paula
Sent: Thursday, May 21, 2020 10:09 AM
To: Refakes, Eugene
Subject: Fw: Attached Document - Independent contractor forms

Hello Eugene,

Attached are two more Independent Contractor requests. Please let me know what is taking place with the three requests I have submitted.

This issue has been pending for three weeks.

Thank you.

Voucher Confirmation: V0622919

acctpay@cod.edu

Tue 5/19/2020 10:23 AM

Inbox

To:Burns, Paula <burnsp@cod.edu>;

AP VERIFIED
06/16/20 - MARIA ZERRUDO

Voucher Number V0622919
Voucher Status In Progress (Unfinished)

Requestor Name Mrs Paula M. Burns

Kris Fay Digitally signed by Kris Fay Date: 2020.05.21 09:32:46 -05'00'

Voucher Date 05/19/20
Due Date 05/19/20
Vendor ID and/or Name 0113532 Ms Grace A. Blevins
AP Type IM Invoices < $15,000
Voucher Total $150.00

ITEM 1
Item Description GRDSN Portfolio Night Judging
Quantity 1.000
Price $150.0000
Extended Price $150.00
GL Distribution 01-20-00423-5302001

COMMENTS
WARNING: All line items on this document have been populated with default tax form information from the chosen vendor.

APPROVAL DATE

NEXT APPROVALS

College of DuPage
Independent Contractor Agreement *

(Not to be used for contracts in excess of $5,000.00)

* After final approver signs the completed form, send to invoicing@cod.edu.

VENDOR NUMBER [redacted]

ACCOUNT NUMBER/AMOUNT

FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
01	20	00423	6302001	$150.00

APPROVED–Supervisor, Purchasing

DATE

PART I. Complete PRIOR to performance of contractual services.

Nam [redacted]

Phone Nu [redacted]

Street [redacted]

City, State, [redacted]

Agrees to perform on 05.05.2020 (DATE (S)) the following services for the College of DuPage:

COD Design Program Portfolio Judging

APPROVED
EUGENE REFAKES
06/23/2020

If additional space is needed, please continue description of services on separate pages and attach to this form.

The sum of $ 150.00 will be paid to the independent contractor upon completion of the services. The contractor will be responsible for all taxes related to income from the above services. The contractor understands that he/she is self employed and must carry at his/her own cost any insurance coverage such as workers compensation, medical, property & liability including auto related to the above mentioned services.

This is a "work for hire" agreement. All rights to materials produced or products from services rendered are property of College of DuPage in perpetuity.

The contractor agrees to hold College of DuPage, its Trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims demands, and expenses, including attorneys' fees, which may arise during performance of this agreement.

☒ I have read Board Procedure #15-465 and have determined that the individual on this agreement meets the definition of an independent contractor.

Kris Jay
DEPARTMENT AUTHORIZED SIGNATOR

5.4.20
DATE

All independent contractors must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988.
(Must Check One)

☑ I certify that I am not in default on an educational loan guaranteed by the State in the amount of $600.00 or more.

☐ I certify that I am in default on an educational loan guaranteed by the State in the amount of $600.00 or more and I agree to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of this contract.

I agree with the terms stated above and certify that I have received a copy of the contract [redacted]

SIGNATURE OF INDEPENDENT CONTRACTO [redacted] DATE 05.05.20

PART II. Complete AFTER performance of contractual services.

Authorized Signator certifies that the contractual services described in Part I above were completed satisfactorily and authorizes payment in full. (Payment is to be made only after completion of the contractual service.)

Kris Jay
COLLEGE AUTHORIZED SIGNATURE DATE 5.20.20 COUNTER SIGNATOR (OPTIONAL) DATE

*See board policy, procedures and instructions on next page.
(This agreement is VOID if amount exceeds $5,000.00)

Paula

From: Burns, Paula
Sent: Tuesday, May 19, 2020 7:48 AM
To: Refakes, Eugene
Subject: Fw: Attached Document - Independent contractor forms

Hello Euguene,

I now have two more requests I will send. I haven't heard anything from you.

I am going to process the voucher requests for the additional vendors, G. Blevins and M. Doherty. Once I have received signature from the dean, I will forward to you.

Thank you.

Paula

From: Burns, Paula
Sent: Friday, May 15, 2020 3:11 PM
To: Refakes, Eugene
Subject: Re: Attached Document

Hello Eugene,

I know you are inundated and I am sorry to add to your troubles. in addition to my original request for the Independent Contractor, I have two more I would like to submit. The Graphic Design Portfolio Night had three judges. I do not want to process the other two requests until I know they will be approved.

Please advise.

Thank you.

Paula

From: Refakes, Eugene
Sent: Thursday, May 14, 2020 9:23 AM
To: Burns, Paula; Roberts, Ellen
Subject: RE: Attached Document

Paula, we are working on this today. Sorry for the delay.

Thanks,

Eugene Refakes
Manager, Financial Operations and Systems

Financial Affairs
College of DuPage
Phone | (630)942-3263 | E-Mail | refakese@cod.edu

From: Burns, Paula <burnsp@cod.edu>
Sent: Wednesday, May 13, 2020 11:50 AM
To: Roberts, Ellen <roberts@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>
Subject: Fw: Attached Document

Hello Ellen,

I originally submitted this request to A/P and received a response to send to Eugene Refakes for approval. I did so. I have not heard anything regarding this. Is it possible for someone to provide me with some information regarding this request. In light of our current situation, many processes take longer than usual and I would like to do my best to be sure this vendor is paid for their services.

I now have a second vendor submitting the same form.

Please advise.

Thank you.

Paula

From: Burns, Paula
Sent: Monday, May 11, 2020 12:04 PM
To: Refakes, Eugene
Cc: Roberts, Ellen
Subject: Fw: Attached Document

Hello Eugene,

Does this request need to be resubmitted in another manner or is this okay the way it is?

Please advise.

Thank you.

Paula

From: Burns, Paula
Sent: Thursday, May 7, 2020 12:40 PM
To: Refakes, Eugene
Cc: Roberts, Ellen
Subject: Fw: Attached Document

Hello Eugene,

Attached is an Independent Contractor form which I retrieved from the portal in order to pay an Independent Contractor for judging at the Graphic Design Portfolio night. I am being told A/P will not honor this. What steps

Contractor for judging at the Graphic Design Portfolio night. I am being told A/P will not honor this. What steps should I take to make sure this individual is paid for their service.

Thank you.

Paula

From: Barrios, Isabel
Sent: Thursday, May 7, 2020 12:23 PM
To: Burns, Paula
Subject: FW: Attached Document

Paula,
You may want to check with Eugene on these IC forms. A/P has not been instructed to process any.

Thanks.

-----Original Message-----
From: Barrios, Isabel
Sent: Thursday, May 7, 2020 11:28 AM
To: Burns, Paula <burnsp@cod.edu>
Subject: Attached Document

Paula,
No IC form attached.

Please resend the entire package again to invoicing@cod.edu.

Thank you.