

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087024

Vendor Name: NEMRT

Invoice Number: EM-HUFE062520

Invoice Date: 06/25/20

PO Number:

Check Number: 0270949

Check Amount: \$ 400.00

Check Date: 07/14/2020

Department ID:

Reviewer Name:

Voucher Number: V0631567

Redaction Type: Other

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

Document Below

-----  
From: cruseb199@cod.edu  
Sent: Thu Jun 25 08:48:19 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: [REDACTED]  
-----

Thanks

Bethany Cruse  
AP Lead  
College Of DuPage

**From:** Cassel, Adrienne <cassel@cod.edu>  
**Sent:** Thursday, June 25, 2020 8:18 AM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Cc:** Huffnace, Eric <huffnace@cod.edu>; Priest, Jeffrey <priestj@cod.edu>  
**Subject:** [REDACTED]

Hi Beth

Please [REDACTED]

Thanks,  
Adrienne

Adrienne Cassel  
Human Resources, Compensation Specialist  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137

**Human Resources**

Please refer to the "Concur Professional Development Procedure" in the Forms Library to complete your request/expense.

**Professional/Educational Development  
Tuition Reimbursement**

Check One: ☐ Classified ☐ Managerial ☒ FOP ☐ Union 399 ☐

Board policy has established a maximum amount of reimbursement per fiscal year. Each fiscal year begins July 1 and ends June 30 and is dependent upon course completion date.

Eligible after six months' probation.

This form must be completed and signed by the appropriate supervisor and department authorized budget signatory before enrolling in the class, workshop or other activity.

**Please attach copy of completed registration form (circle amount requesting).**

**College/University/Seminar Sponsor**

North East Multi-Regional Training, Inc.

355 Smoke Tree Plaza

North Aurora, IL 60542

Address (if requesting a Pre-Payment)

**Name of Course/s**

John Reid Interviews and Interrogations

Date class begins/Date class ends

02/11/2020 / 02/13/2020

Is course job related? ☒ Yes ☐ No

Describe how course is job related:

Interviews and Interrogations

Is this a wellness course? ☐ Yes ☒ No

(Maximum amount for FY \$240.00)

Is course part of a degree program? ☐ Yes ☒ No

**Are You Requesting:**

(check all that apply)

☐ Reimbursement for conference/seminar/class \$ \_\_\_\_\_

☐ Required Class Materials \$ \_\_\_\_\_

☒ †Pre-payment for COD credit & non-credit class/conference/seminar/class (>\$50) \$ 400.00

☐ Travel up to \$600 (classified and managerial only) \$ \_\_\_\_\_

☐ COD Health Club \$ \_\_\_\_\_

☐ #Non-COD Health Club/Non-COD Fitness/Wellness classes\* including Weight Watchers \$ \_\_\_\_\_

**Needed to Complete Process:**

Proof of completion and proof of payment

Proof of payment

Proof of completion

Proof of completion and proof of payment

Proof of payment

\*No Pre-Payments #These are taxable to the employee

†When requesting a pre-payment, attach a registration form or invoice to this form. If using Concur, please contact Accounts Payable for payment. If I receive an advance, I understand I must produce evidence of satisfactory completion of the course or seminar within 60 days. Failure to do this will result in the cost of the course or seminar being deducted from my paycheck. EH \_\_\_\_\_ (Initial here)

<b>REQUIRED</b> <input checked="" type="checkbox"/> Approved	
SUPERVISOR'S SIGNATURE	6/25/20 DATE
DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE	6/25/20 DATE
COMPENSATION SPECIALIST	

<b>HUMAN RESOURCES OFFICE USE ONLY</b>	
Amount of Payment: \$	400.00
Account #01-90-00835-52090-17	FY 20
Date request sent to Accounts Payable:	6/25/20
Date request approved:	
Date expense approved:	

**SEND COMPLETED FORM WITH PROOF OF COMPLETION AND PROOF OF PAYMENT (if applicable) TO HUMAN RESOURCES**

# John E. Reid and Associates

Chicago, Illinois

Hereby Certifies That



Attended and successfully completed a Course

on

## The Reid Technique of Interviewing and Interrogation



February 11 – 13, 2020

18 Continuing Professional Education Credits Awarded

*Michael F. Hoshok*  
Course Instructor



# N E M R T

## North East Multi-Regional Training, Inc.

355 Smoke Tree Plaza, North Aurora, Illinois 60542  
Office: (630) 896-8860 Fax: (630)896-4422  
Website Address: www.nemrt.com



### Statement

College Of DuPage Police Department  
425 Fawell Blvd, HEC 1040  
Glen Ellyn IL 60137-6599

Date: 5/31/2020

Invoice #:

Customer #: 487

Description			Amount
Date	Number		
02/24/2020	270302	Je [REDACTED]	\$400.00
		02/11/2020	
<b>TOTAL</b>			<b>\$400.00</b>

Please tear off and return this portion with your payment



# N E M R T

## North East Multi-Regional Training, Inc.

355 Smoke Tree Plaza, North Aurora, Illinois 60542  
Office: (630) 896-8860 Fax: (630)896-4422  
Website Address: www.nemrt.com



College Of DuPage Police Department  
425 Fawell Blvd, HEC 1040  
Glen Ellyn IL 60137-6599

Make Check payable to:

Date:

North East Multi-Regional Training, Inc.  
355 Smoke Tree Plaza  
North Aurora, IL 60542

Invoice #: 487

1 to 30 Days	Over 30 Days	Over 60 Days	Over 90 Days	Customer Over 120 Days	AMOUNT DUE
\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00

-----  
From: cruseb199@cod.edu  
Sent: Tue Jul 14 07:24:22 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: NEMRT  
-----

**From:** Nehls, James <nehlsj156@cod.edu>  
**Sent:** Monday, July 13, 2020 9:53 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Cc:** Cahill, Joseph <cahillj639@cod.edu>  
**Subject:** FW: NEMRT  
**Importance:** High

Hello Bethany,  
The manual pick-up was approved – see below.

Joe,  
I need you to pick up the check on Wednesday at noon at AP (see below), and leave it in my mailbox.

Thank you,

Deputy Chief Jim Nehls  
College of DuPage Police Department  
630-942-4277  
nehlsj156@cod.edu

**From:** Mullin, Joseph <mullin@cod.edu>  
**Sent:** Monday, July 13, 2020 9:10 PM  
**To:** Nehls, James <nehlsj156@cod.edu>  
**Subject:** Fwd: NEMRT

Sent from my iPhone  
Begin forwarded message:

**From:** "Roberts, Ellen" <roberts@cod.edu>  
**Date:** July 13, 2020 at 6:51:51 PM CDT  
**To:** "Mullin, Joseph" <mullin@cod.edu>  
**Subject:** Re: NEMRT

Joe,

I approve a manual check for pick up.

Thank you

Ellen

Sent from my iPhone

On Jul 13, 2020, at 5:05 PM, Mullin, Joseph <mullin@cod.edu> wrote:

Ellen,  
Please see below and advise as to your preference in how to proceed.  
Thank you.

Sent from my iPhone  
Begin forwarded message:

**From:** "Nehls, James" <nehlsj156@cod.edu>  
**Date:** July 13, 2020 at 4:05:44 PM CDT  
**To:** "Mullin, Joseph" <mullin@cod.edu>  
**Subject:** FW: NEMRT

Joe,

Can I receive approval from Ellen for a check pick-up before Wednesday?

I need to include a current PD roster with the check annually to NEMRT.

Thanks,

Deputy Chief Jim Nehls  
College of DuPage Police Department  
630-942-4277  
nehlsj156@cod.edu

**From:** Cruse, Bethany <cruseb199@cod.edu>  
**Sent:** Monday, July 13, 2020 2:42 PM  
**To:** Nehls, James <nehlsj156@cod.edu>  
**Subject:** RE: NEMRT

Jim,  
My manager replied back to me and you will need to request a check pick up, that way you will be able to mail out with the required documentation. A check pickup requires Ellen Roberts approval. Please obtain her approval & forward to me.

**You must pick up your check in the A/P office @ noon on Wednesday**, no earlier or later please as we have limited staff on campus & only during certain time frames.

Thanks

Bethany Cruse  
AP Lead  
College Of DuPage

**From:** Nehls, James <nehlsj156@cod.edu>  
**Sent:** Monday, July 13, 2020 12:52 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** RE: NEMRT

Hello Bethany,

Can we just include the attachment with the check being delivered?

Deputy Chief Jim Nehls

Deputy Chief Jim Nehls  
College of DuPage Police Department  
630-942-4277  
nehlsj156@cod.edu

**From:** Cruse, Bethany <cruseb199@cod.edu>  
**Sent:** Monday, July 13, 2020 11:56 AM  
**To:** Nehls, James <nehlsj156@cod.edu>  
**Subject:** RE: NEMRT

Hi Jim,  
I have forgotten about you just waiting to hear back from my manager as to whether or not we are pulling checks & mailing with backup.

Thanks

Bethany Cruse  
AP Lead  
College Of DuPage

**From:** Nehls, James <nehlsj156@cod.edu>  
**Sent:** Thursday, July 9, 2020 4:26 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** RE: NEMRT  
**Importance:** High

Good Afternoon Bethany,

The only reason I need to pick the check-up is attach our 'agency roster'.

Can you send the attached documents with the check to North Aurora?

If not, I will try and obtain approval from Ellen Roberts.

Just let me know.

Thank you,

Deputy Chief Jim Nehls  
College of DuPage Police Department  
630-942-4277  
nehlsj156@cod.edu

**From:** Cruse, Bethany <cruseb199@cod.edu>  
**Sent:** Thursday, July 09, 2020 3:49 PM  
**To:** Nehls, James <nehlsj156@cod.edu>  
**Subject:** NEMRT

Hello Jim,  
Since we are working remote all checks are being mailed out unless there is an exceptional circumstance as to why it needs to be picked up. If this must be picked up you will need to obtain exception approval from Ellen Roberts. If it can be mailed it will go out next Thursday in the scheduled check run.  
Thanks

Bethany Cruse  
AP Lead