

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1583308

Vendor Name: Mary Zalinger

Invoice Number: 062220

Invoice Date: 06/22/20

PO Number:

Check Number: 0271032

Check Amount: \$ 150.00

Check Date: 07/14/2020

Department ID: 00237

Reviewer Name:

Voucher Number: V0631394

Redaction Type: None

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

Document Below

# HONORARIUM

College of DuPage - Accounts Payable  
Check Request Form  
revised 12/18/17

This form may be used to request check payments only on those items for which the issuance of a check would not be appropriate. Read supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

**AP VERIFIED**  
**06/24/20 - ISABEL BARRIOS**

Date:

Vendor ID:

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	10	00237	5908001	#N/A	\$ 150.00
Grand Total							\$ 150.00

Check the appropriate box below and sign



We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.



We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name:

Other  
Instructions:

Payee Address:

Description on Check:

Presentation/lecturer for the Physical Therapist Assistant program for 6/18/20 at \$150.00

## Approvals:

Prepared By:

Jessica Lang

Approved By:

Dilyss Gallyot

Date:

Signature:

Signature:

Payment Due:

\$150.00

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Date:

Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)

**From:** [Lang, Jessica](#)  
**To:** [Gallyot, Dilyss](#)  
**Cc:** [Roschay, Sharon](#)  
**Subject:** RE: Guest Lecturers - Approval Needed  
**Date:** Tuesday, May 26, 2020 3:50:00 PM

---

Hi Dilyss,

Thank you and yes the presentations are all being done virtually.

Thank you,

*Jessica Lang*

Program Support Specialist, Nursing and Health Sciences  
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137  
630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax  
[langj@cod.edu](mailto:langj@cod.edu)

---

**From:** Gallyot, Dilyss <[gallyot@cod.edu](mailto:gallyot@cod.edu)>  
**Sent:** Tuesday, May 26, 2020 3:21 PM  
**To:** Lang, Jessica <[langj@cod.edu](mailto:langj@cod.edu)>  
**Cc:** Roschay, Sharon <[roschay@cod.edu](mailto:roschay@cod.edu)>  
**Subject:** Re: Guest Lecturers - Approval Needed

Hello Jess,  
I approve of these guest lecture payments- will they all be done in a virtual format?  
With Kind Regards,  
Dilyss

Dilyss Gallyot, RN, CCRN MS MBA  
Professor of Nursing  
*Interim Dean of Nursing and Health Sciences*  
College of DuPage  
630.942.3238  
[gallyot@cod.edu](mailto:gallyot@cod.edu)

---

**From:** Lang, Jessica  
**Sent:** Tuesday, May 26, 2020 2:19:37 PM  
**To:** Gallyot, Dilyss  
**Cc:** Roschay, Sharon  
**Subject:** Guest Lecturers - Approval Needed

Hi Dilyss,

In the past the PTA program has had guest lecturers come and speak with their students on different topics. Do you approve of the below lecturers and pay? We do budget for this every year.

- Taylor Byers – 6/15/20 - \$150
- David Bokermann – 6/16/20 - \$150

- Michelle Musial – 6/17/20 - \$100.00
- Mary Zalinger – 6/18/20 - \$150.00

Thank you,

*Jessica Lang*

Program Support Specialist, Nursing and Health Sciences  
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137  
630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax  
[langj@cod.edu](mailto:langj@cod.edu)

-----  
From: langj@cod.edu  
Sent: Mon Jun 22 10:34:04 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Mary Zalinger Invoice  
-----

*Jessica Lang*

Program Support Specialist, Nursing and Health Sciences  
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137  
630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax  
langj@cod.edu