

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1604716
Vendor Name: Nelson and Holmberg Inc
Invoice Number: P0370139
Invoice Date: 07/09/20
PO Number: P0370139
Check Number: E0080967
Check Amount: \$ 1,082.22
Check Date: 07/22/2020
Department ID: 04701
Reviewer Name:
Voucher Number: V0634837
Redaction Type: Other
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

AP VERIFIED

07/15/20 - BETHANY CRUSE

College of DuPage

PO:370139

Illinois Board of Higher Education FY20

Cooperative Work Study Project

Grant Period: July 1, 2019-August 31, 2020

06-10-04701-5309001

Monthly Reimbursement Form

Company Name: Nelson and Holmberg, Inc. Nelson and Holmberg Inc.

Contact Name and Title at Company: Liz Holmberg Liz Holmberg

Contact Name Signature: [Signature]

Contact Phone Number: 630-964-1066 630-964-1066 630-304-7633

Contact email: lizholmberg@gmail.com lizholmberg@gmail.com

Name of Student Intern: [Redacted]

Signature of Student Intern: [Redacted]

Description: [Redacted]

Maintaining plants within existing planting unit

Please provide pay stubs and time sheets for the monthly reporting period.

Monthly reports are due on the 5th of every month & are required for the first 4 months of the grant.

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	<u>69.05</u> 163.10	\$ <u>10.00</u>	\$ <u>690.50</u> 1,631.00
April 2020	<u>69.35</u>	\$ <u>10.00</u>	\$ <u>693.50</u>
May 2020	<u>69.50</u>	\$ <u>10.00</u>	\$ <u>695.00</u>
June 2020	<u>4.30</u>	\$ <u>10.00</u>	\$ <u>43.00</u>
July 2020		\$	\$
August 2020		\$	\$

2,122.00

42.44

2,164.44

÷ 2

\$1,082.22

Judy Zeh
6/17/20

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

Questions or concerns, contact Krystina LaSalle at

or 630-942-2230

Thank you

College of DuPage
Career Services Dept

Steve M. Gustafson

From: cruseb199@cod.edu
Sent: Thu Jul 09 15:15:09 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Nelson & Holmberg

From: LaSorsa, Krystina <lasorsak@cod.edu>
Sent: Thursday, July 9, 2020 2:13 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: RE: Nelson & Holmberg

Does this work?

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Thursday, July 9, 2020 2:04 PM
To: LaSorsa, Krystina <lasorsak@cod.edu>
Subject: Nelson & Holmberg

Krystina,
Can you please resend this to invoicing? It is not readable.
Thanks

Bethany Cruse
AP Lead
College Of DuPage

From: lasorsak@cod.edu
Sent: Tue Jul 07 06:47:23 CDT 2020
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: Nelson and Holmberg

Hi,

Please see attached.

Thank you!

Krystina LaSorsa

Interim Manager
Career Services Center
College of DuPage
(She/Her/Hers)

Meet our team!

Note: The college is closed every Friday until August 7th. Due to the COVID-19 pandemic, the Career Services Center is operating entirely remote.