

Information:

Drawer: Finance

Number: \*\*\*\* Other Redaction \*\*\*\*

Name: \*\*\*\* Other Redaction \*\*\*\*

Invoice Number: C088956

Invoice Date: 02/23/20

PO Number:

Check Number: E0080970

Check Amount: \$ 500.00

Check Date: 07/22/2020

Voucher Number: V0637513

AP Type: IM Invoices < \$15,000

Redaction Type: Other

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

-----  
From: mckellin@cod.edu  
Sent: Tue Jun 23 17:00:51 CDT 2020  
To: invoicing@cod.edu  
CC: kerbys@cod.edu,refakese@cod.edu  
Subject: Payment for Chicago Asian Network LLC  
-----

Hi. Please see the email below and the attachments. This was dropped off in the AP office in March but never processed. Here is a PDF of our copies (Sue Kerby got permission to go on campus today to get this). Please process this check ASAP as the vendor has been waiting since March for payment. Thank you, Maren  
-----Original Message----- From: Kerby, Susan Sent: Tuesday, June 23, 2020 3:17 PM To: McKellin, Maren K. Subject: Final Vendor Payment request Maren, As I mentioned, there was one more vendor from our Global Ed events in March that has not been paid. I was unable to provide details because I did not have access to the paperwork until visiting the office today. Attached are copies of the Indep Contractor form and W9, which were dropped off in Accts Payable in mid-March but never processed. (Some of the Indep Contractor form is hard to read but the signatures are there if you look hard. I darkened the info in Part I for ease of reading. Although it is too late to pay for FY20, we have funds in the budget in FY21 to pay. Can you please approve this payment and send on to the Acct Payable? Let me know if there is anything else you need. Thanks! Sue Kerby Coordinator of Study Abroad COD Field Studies|Study Abroad|Global Education BIC 3520, (630) 942-3078

[attachment: Scanned from a Xerox Multifunction Printer.pdf]

# \* Independent Contractor Agreement

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

VENDOR NUMBER <b>1604159</b>		AGREEMENT NUMBER: <b>C088956</b>	
ACCOUNT NUMBER/AMOUNT			
FUND <b>01</b>	FUNCTION <b>10</b>	DEPARTMENT <b>00389</b>	OBJECT <b>5501002</b>
			AMOUNT <b>\$500</b>
APPROVED—Supervisor, Purchasing			DATE <b>/ /</b>

## PART I. Complete PRIOR to performance of contractual services.

Name Chicago Asian Network LLC Tax I.D. #/S.S. # [REDACTED]  
(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM.) (ALSO COMPLETE AND SIGN FORM W-9 ATTACHED)

Phone Number (708) 831 2226 (No college employee may be paid as an independent contractor.)

Street 2711 W. Peterson Ave email: lakhie@chicagoasiannetwork.com

City, State, Zip Code Chicago IL 60659

Agrees to perform on 3/3/2020 the following services for the College of DuPage:  
DATE (S)  
Asia Symposium - Martial Arts 7:30 pm

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

The sum of \$ 500 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.

[Signature]  
 DEPARTMENT AUTHORIZED SIGNATOR DATE 3/3/20

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 contractual agreement.

SIGNATURE OF INDEPENDENT CONTRACTOR

DATE

## PART II. Complete AFTER performance of contractual services.

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

COLLEGE AUTHORIZED SIGNATURE

DATE

**APPROVED**  
**EUGENE REFAKES**  
COLLEGE SIGNATURE (OPTIONAL) DATE

\*See board policy, procedures and instructions on reverse side  
 (This agreement is VOID if amount exceeds \$5,000.00)

Original forward to Accounts Payable. Blue, Purchasing Dept.; Yellow, Signator; Pink, Contractor

Print or type  
See Specific Instructions on page 2.

<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  <u>Pacific Crest Strategies LLC</u></p>	
<p>2 Business name/disregarded entity name, if different from above  <u>Chicago Asian Network LLC</u></p>	
<p>3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes:</p> <p><input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC      <input type="checkbox"/> C Corporation      <input type="checkbox"/> S Corporation      <input type="checkbox"/> Partnership      <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____</p> <p><b>Note.</b> For a single-member LLC that is disregarded, do not check LLC, check the appropriate box in the line above for the tax classification of the single-member owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
<p>5 Address (number, street, and apt. or suite no.)  <u>2711 W. Peterson Ave</u></p>	<p>Requester's name and address (optional)</p>
<p>6 City, state, and ZIP code  <u>Chicago IL 60659</u></p>	
<p>7 List account number(s) here (optional)</p>	

**Part I** Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

-   -

or

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign  
Here**

Signature of  
U.S. person ►

*L. H.*

Date ►

2/23/2020

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends), including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled out form, you

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of all U.S. income (including income from a U.S. partnership) is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

-----  
From: cruseb199@cod.edu  
Sent: Wed Jul 22 08:33:13 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Follow Up 2: Payment for Chicago Asian Network LLC  
-----

**From:** Hayley, Robert <hayleyr@cod.edu>  
**Sent:** Wednesday, July 22, 2020 8:20 AM  
**To:** Refakes, Eugene <refakese@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>  
**Cc:** Cruse, Bethany <cruseb199@cod.edu>; Virgilio, David <virgiliod@cod.edu>  
**Subject:** RE: Follow Up 2: Payment for Chicago Asian Network LLC

I approve a budget override for this. Dave can provide direction regarding the accrual.

Thank you,  
Bob

**From:** Refakes, Eugene <refakese@cod.edu>  
**Sent:** Wednesday, July 22, 2020 8:17 AM  
**To:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Cc:** Cruse, Bethany <cruseb199@cod.edu>; Hayley, Robert <hayleyr@cod.edu>; Virgilio, David <virgiliod@cod.edu>  
**Subject:** RE: Follow Up 2: Payment for Chicago Asian Network LLC

Hi Joyce,

I've copied Bob and Dave on this. The account number is 01-10-00389-5501002 and the amount is \$500. If Bob approves based on this email, we can override. Dave can also do an accrual against FY2020 since this relates to last year's activity. He would provide you the accrual account to charge on the voucher.

Thanks,

**Eugene Refakes**  
*Manager, Financial Operations and Systems*  
*Financial Affairs*  
*College of DuPage*  
Phone | (630)942-3263 | E-Mail | refakese@cod.edu

**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Tuesday, July 21, 2020 4:23 PM  
**To:** Refakes, Eugene <refakese@cod.edu>  
**Cc:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Fw: Follow Up 2: Payment for Chicago Asian Network LLC

Hi Eugene,

Bethany tried to put through the payment for Pacific Crest, but received an over budget error. Can this be overridden or does she need to get approval from Budgeting? I can let Maren know the issue since she is expecting payment to go out tomorrow.

Thanks,

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



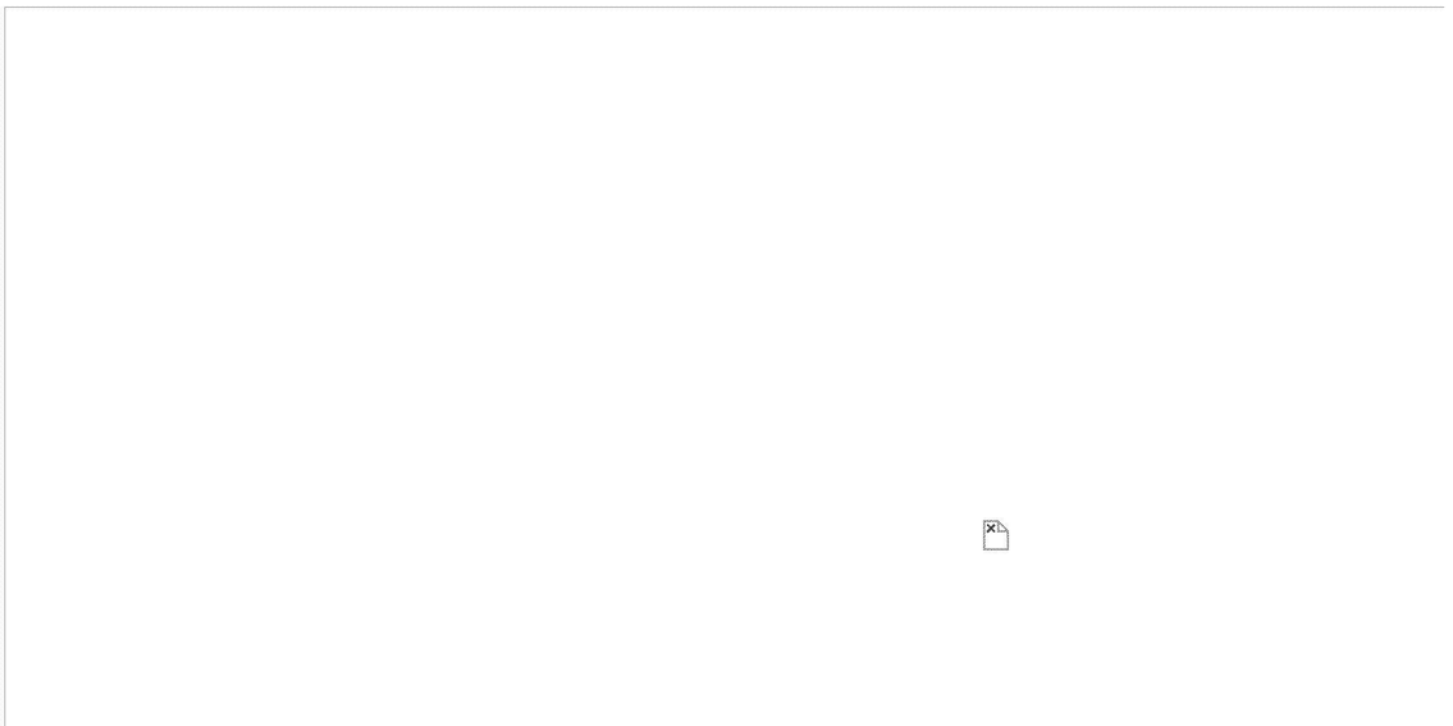
**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**From:** Cruse, Bethany  
**Sent:** Tuesday, July 21, 2020 4:19 PM  
**To:** Sekerka, Joyce  
**Subject:** RE: Follow Up 2: Payment for Chicago Asian Network LLC

Also, I am receiving an over budget error. The original voucher was done in FY20 and I also tried a new one in FY21, receiving an error for both. Generally we need override authority from budget dept. Can you see if Eugene will allow me to override this? I assuming it should hit FY21 now but please confirm.



Thanks

Bethany Cruse  
AP Lead  
College Of DuPage  
630-942-4294

**From:** Cruse, Bethany  
**Sent:** Tuesday, July 21, 2020 4:13 PM  
**To:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Subject:** RE: Follow Up 2: Payment for Chicago Asian Network LLC

They are ACH. Is a manual check needed or can it go ACH tomorrow when IM's are run?

Thanks

Bethany Cruse  
AP Lead  
College Of DuPage  
630-942-4294

**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Tuesday, July 21, 2020 4:06 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** Re: Follow Up 2: Payment for Chicago Asian Network LLC

Great! Thank you.

I will let her know that the check will go out tomorrow then.

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**From:** Cruse, Bethany

**Sent:** Tuesday, July 21, 2020 4:04:54 PM

**To:** Sekerka, Joyce

**Subject:** RE: Follow Up 2: Payment for Chicago Asian Network LLC

Yes, I will finish the voucher today.

Thanks

Bethany Cruse

AP Lead

College Of DuPage

630-942-4294

**From:** Sekerka, Joyce <sekerkaj@cod.edu>

**Sent:** Tuesday, July 21, 2020 3:55 PM

**To:** Cruse, Bethany <cruseb199@cod.edu>

**Subject:** Fw: Follow Up 2: Payment for Chicago Asian Network LLC

Hi Bethany,

Would we be able to squeeze this payment in tomorrows check run? Eugene just approved it and forwarded to your queue.

Thanks,

Joyce

**Joyce Sekerka**

**Accounts Payable Supervisor**

**College of DuPage**

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

630-942-2293

Email: sekerkaj@cod.edu

**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*



information contained in this transmission.

---

**From:** Refakes, Eugene  
**Sent:** Tuesday, July 21, 2020 3:49 PM  
**To:** Sekerka, Joyce  
**Subject:** RE: Follow Up 2: Payment for Chicago Asian Network LLC

Hi Joyce,

I approved and routed to Beth's queue. It is listed under Pacific Crest with Chicago Asian Network as the DBA, so originally I couldn't find it in the queue.

Thanks,

**Eugene Refakes**  
*Manager, Financial Operations and Systems*  
*Financial Affairs*  
*College of DuPage*  
Phone | (630)942-3263 | E-Mail | [refakese@cod.edu](mailto:refakese@cod.edu)

**From:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Sent:** Tuesday, July 21, 2020 2:50 PM  
**To:** Refakes, Eugene <[refakese@cod.edu](mailto:refakese@cod.edu)>  
**Subject:** Fw: Follow Up 2: Payment for Chicago Asian Network LLC  
**Importance:** High

Hi Eugene,

I believe you were still reviewing this in the IC queue. Has this been approved yet?

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**From:** McKellin, Maren K.  
**Sent:** Tuesday, July 21, 2020 9:16 AM  
**To:** Refakes, Eugene; Invoicing; Sekerka, Joyce  
**Cc:** Kerby, Susan  
**Subject:** Follow Up 2: Payment for Chicago Asian Network LLC

Hello. I'm following up on this again.

Thanks,  
Maren

-----Original Message-----

**From:** McKellin, Maren K.  
**Sent:** Wednesday, July 15, 2020 4:35 PM  
**To:** Invoicing <invoicing@cod.edu>  
**Cc:** Refakes, Eugene <refakese@cod.edu>; Kerby, Susan <kerbys@cod.edu>  
**Subject:** Follow Up 1: Payment for Chicago Asian Network LLC  
**Importance:** High

Hi. Just following up on this. This vendor has been waiting for payment since March. Can you tell me when it will be paid?

Thanks,  
Maren

-----Original Message-----

**From:** McKellin, Maren K.  
**Sent:** Tuesday, June 23, 2020 5:01 PM  
**To:** Invoicing <invoicing@cod.edu>  
**Cc:** Kerby, Susan <kerbys@cod.edu>; Refakes, Eugene <refakese@cod.edu>  
**Subject:** Payment for Chicago Asian Network LLC  
**Importance:** High

Hi. Please see the email below and the attachments. This was dropped off in the AP office in March but never processed. Here is a PDF of our copies (Sue Kerby got permission to go on campus today to get this). Please process this check ASAP as the vendor has been waiting since March for payment.

Thank you,  
Maren

-----Original Message-----

**From:** Kerby, Susan <kerbys@cod.edu>  
**Sent:** Tuesday, June 23, 2020 3:17 PM  
**To:** McKellin, Maren K. <mckellin@cod.edu>  
**Subject:** Final Vendor Payment request

Maren,

As I mentioned, there was one more vendor from our Global Ed events in March that has not been paid. I was unable to provide details because I did not have access to the paperwork until visiting the office today. Attached are copies of the Indep Contractor form and W9, which were dropped off in Accts Payable in mid-March but never processed. (Some of the Indep Contractor form is hard to read but the signatures are there if you look hard. I darkened the info in Part I for ease of reading.

Although it is too late to pay for FY20, we have funds in the budget in FY21 to pay. Can you please approve this payment and send on to the

Although it is too late to pay for FY20, we have funds in the budget in FY21 to pay. Can you please approve this payment and send on to the Acct Payable?

Let me know if there is anything else you need. Thanks!

Sue Kerby

Coordinator of Study Abroad

COD Field Studies | Study Abroad | Global Education BIC 3520, (630) 942-3078

01-10-00389-5501002 is over budget by \$500.00

OK

Cancel All

Cancel

Cancel All

VOUM • VOIL • VOUD • VO

1 of 2

Element GL Account Window

Value 1/1

Price 500.0000

Quantity 1.000

Unit of Issue

Trade Disc Amt

Trade Disc Pct

Cash Discount

Extended Price 500.00

Tax Codes 1

GL Account No

Percent

Quantity

1 01-10-00389-5501002

GL Amt

Proj ID

Fixed Asset

Vendor Part

Form/Box/Loc 1099MI NEC IL

Invoice No C088956

Invoice Date 07/21/20

Comments 1

GL Funds Availability

Global Education : On-

Bgt: 0.00

Exp: 0.00

Enc: 0.00

Req: 0.00

Bal: 0.00