

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0000003

Vendor Name: College of DuPage

Invoice Number: 5/21/2021

Invoice Date: 05/21/21

PO Number:

Check Number: 0281596

Check Amount: \$ 100.00

Check Date: 06/08/2021

Department ID: 11999

Reviewer Name:

Voucher Number: V0680047

Redaction Type: None

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

Document Below

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From: Resnick, Michelle <resnickm@cod.edu>  
Sent: Fri May 21 13:32:55 CDT 2021  
To: invoicing@cod.edu  
CC: sekerkaj@cod.edu,zerrudom@cod.edu,cruseb199@cod.edu,barriosi142@cod.edu  
Subject: FW: Per Diem Check Request  
-----

Good Afternoon,

Attached please find a check request for \$100. Can you please put this in my office when the check is ready?

Please let me know if you have any questions.

Thank you.

**Michelle Resnick**  
Manager of Accounts Receivable  
College of DuPage

---

**From:** Virgilio, David <virgiliod@cod.edu>  
**Sent:** Friday, May 21, 2021 1:26 PM  
**To:** Resnick, Michelle <resnickm@cod.edu>  
**Subject:** RE: Per Diem Check Request

Thanks, here it is!

**David P. Virgilio, C.P.A.**  
**Interim Controller / Assistant Financial Controller – Financial Affairs**  
**College of DuPage** – Glen Ellyn, IL  
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

---

**From:** Resnick, Michelle <resnickm@cod.edu>  
**Sent:** Friday, May 21, 2021 1:22 PM  
**To:** Virgilio, David <virgiliod@cod.edu>  
**Subject:** Per Diem Check Request

Dave,

Can you please sign the attached when you get a moment?

Please let me know if you have any questions.

Thank you.

**Michelle Resnick**  
Manager of Accounts Receivable  
College of DuPage

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**Sent:** Thursday, May 20, 2021 9:41 AM  
**To:** Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>  
**Cc:** Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>  
**Subject:** RE: [External] Re: Per diem

Yes, same account.  
05-60-11999-5309004  
Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

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**To:** Brady, Scott <[bradys310@cod.edu](mailto:bradys310@cod.edu)>  
**Cc:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>; Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>; Martinez, Diana <[martinezd59@cod.edu](mailto:martinezd59@cod.edu)>; Junokas, Molly <[junokasm@cod.edu](mailto:junokasm@cod.edu)>  
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**Sent:** Monday, May 3, 2021 10:16 AM  
**To:** Brady, Scott <[bradys310@cod.edu](mailto:bradys310@cod.edu)>  
**Cc:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>; Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>; Martinez, Diana <[martinezd59@cod.edu](mailto:martinezd59@cod.edu)>; Junokas, Molly <[junokasm@cod.edu](mailto:junokasm@cod.edu)>  
**Subject:** RE: [External] Re: Per diem

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VIP Adriana Jaramillo: 6 days, 05/28-06/02 @ \$100/day = \$600  
TOTAL = \$1800

Let me know if you need anything else. Thank you.

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Business Manager  
McAninch Arts Center  
College of DuPage  
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Phone 630.942.3009

Fax 630.942.3002

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**Cc:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>; Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>  
**Subject:** RE: [External] Re: Per diem

Diana and Ellen (G.),

We have an avenue to get you the required \$3,000 cash. Can you tell us a few things:

- 1) Exactly how much
- 2) The date (s) when you need it by
- 3) Is there any particular denominations you'd prefer. I guess \$100 bills will make it easiest to carry.

Thanks, Scott

**Scott L. Brady, CPA**  
**Interim Chief Financial Officer**  
**College of DuPage**  
425 Fawell Blvd.  
SRC 2130L  
Glen Ellyn, IL 60137-6599  
Direct: 630.942.2219  
Email: [bradys310@cod.edu](mailto:bradys310@cod.edu)



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**From:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Sent:** Tuesday, April 27, 2021 3:27 PM  
**To:** Brady, Scott <[bradys310@cod.edu](mailto:bradys310@cod.edu)>  
**Subject:** FW: [External] Re: Per diem

Scott,

How would you suggest we best handle this request?

Thank you,

Ellen

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
[roberts@cod.edu](mailto:roberts@cod.edu)  
630-942-2218

**From:** Martinez, Diana <[martinezd59@cod.edu](mailto:martinezd59@cod.edu)>  
**Sent:** Tuesday, April 27, 2021 3:24 PM  
**To:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Cc:** McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>; Junokas, Molly <[junokasm@cod.edu](mailto:junokasm@cod.edu)>  
**Subject:** FW: [External] Re: Per diem

Dear Ellen,

Here is something I can really use your help with, traditionally in theatre and art travel, per diems are distributed in cash...because they don't have banks in other cities countries and to help with exchange etc. etc. It's about 1,000 per courier and there are 3 couriers. I tried getting them to go for ACH but they are pushing back...So \$3000 total- do you have any suggestions for how we can do this?

Thank you for any help you can offer. Dr. Caputo told me last week that if we hit snags and need exceptions we can go to him. But I wanted to ask you first if there is a way?

Thank you.

Diana

---

**From:** Adriana Jaramillo <[ajaramillo@mdop.org.mx](mailto:ajaramillo@mdop.org.mx)>  
**Date:** Tuesday, April 27, 2021 at 2:58 PM  
**To:** "Martinez, Diana" <[martinezd59@cod.edu](mailto:martinezd59@cod.edu)>  
**Cc:** Josefina García <[seducat@mdop.org.mx](mailto:seducat@mdop.org.mx)>, "McGowan, Ellen" <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>, "Junokas, Molly" <[junokasm@cod.edu](mailto:junokasm@cod.edu)>, Adriana Jaramillo <[ajaramillo@mdop.org.mx](mailto:ajaramillo@mdop.org.mx)>  
**Subject:** [External] Re: Per diem

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Dear Diana,

It seems you have Josefina's email wrong. I've forwarded and discussed with her your message.

It is common practice that per diem is delivered to the couriers in cash - either by the representative of the shipping company, when they meet to drive to Customs, or directly at the museum by the Registrar, when couriers arrive to start working.

Regarding the W8 form, it mentions an instructions sheet. Can you please send that too?

On hotel accommodations, the Double Tree Hilton is perfect. Please refer to the schedule I sent, on an email regarding shipping and installation, to determine days of stay.

Thank you for setting up an Uber account.

Let me know if you have any further comments or doubts.

Best wishes,  
Adriana

Adriana Jaramillo  
Director of Communications  
Coordinator of International Projects  
MUSEO DOLORES OLMEDO  
O +52 55 5555 0891 ext. 141  
M +52 55 2561 3801  
[ajaramillo@mdop.org.mx](mailto:ajaramillo@mdop.org.mx)

El 26/04/2021, a las 15:16, Martinez, Diana <[martinezd59@cod.edu](mailto:martinezd59@cod.edu)> escribió:

Dear Josephina,

We are looking forward to your arrival!

Per the contract we are to pay you \$80 per day per-diem.

I am wondering how that is best done, should we give you a check on your arrival? OR is it better to have the funds deposited electronically directly to your bank account through a direct deposit ACH payment?

Regardless of which way you are paid, in order to pay you, We will need you W8 form Attached.

If you want an electronic payment then we will also need you to enter in banking information.

Regarding your accommodations on the 9<sup>th</sup> – 21<sup>st</sup> – the college hotel is not available, so the next best option is the double tree Hilton in Lisle where we put up

all our stars and talent for shows. It's a very nice hotel and close by. [https://www.hilton.com/en/hotels/napdtdt-doubletree-lisle-naperville/?SEO\\_id=GMB-DT-NAPDSTD](https://www.hilton.com/en/hotels/napdtdt-doubletree-lisle-naperville/?SEO_id=GMB-DT-NAPDSTD&y_source=1_MTIyMDg2My03MTUtbG9jYXRpb24uZ29vZ2xlX3dlYnNpdGVfb3ZlcnJpZGU%3D)

[&y\\_source=1\\_MTIyMDg2My03MTUtbG9jYXRpb24uZ29vZ2xlX3dlYnNpdGVfb3ZlcnJpZGU%3D](https://www.hilton.com/en/hotels/napdtdt-doubletree-lisle-naperville/?SEO_id=GMB-DT-NAPDSTD&y_source=1_MTIyMDg2My03MTUtbG9jYXRpb24uZ29vZ2xlX3dlYnNpdGVfb3ZlcnJpZGU%3D)

We will set up an UBER account for you to travel back and forth to the museum.

All the best,

Diana Martinez

<image001.png>

Director, McAninch Arts Center

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

<signature Diana.jpg><fw8ben.pdf>

[attachment: MAC Per Diem Check Request - 05.21.21.pdf]



**College of DuPage**



College of DuPage - Accounts Payable  
Check Request Form  
revised 1/29/2021

This form may be used to request check payments **only for those items for which the issuance of a purchase order would not be appropriate**. Attach supporting documentation (e.g., invoice or agreement). Please refer to **Vendor Payment - Non-Purchase Order Procedure No. 10-65**

Date: 5/21/2021  
Vendor ID: 0000003

Invoice Number	Fund	Func.	Dept.	Object	Object Descip.	Amount
	05	60	11999	5309004	Performing Arts Services	\$ 100.00

Grand Total \$ 100.00

Check the appropriate box below and sign.

- ☒ I, 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.
- ☐ I, 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: College of DuPage  
Payee Address: 425 Fawell Blvd Glen Ellyn, IL 60137

Other Instructions: Please leave on Michelle Resnick's desk and/or call for pickup.

Description on Check:

MAC per diem reimbursement

Approvals:

Prepared By: Michelle Resnick  
Signature: *Michelle Resnick*  
Payment Due:  
Board Approved Date:

Approved By: David Virgilio  
Signature: *David Virgilio*  
Date: 5/21/21  
Approved By:  
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)

**Explanation:** The MAC needs \$100 for a per diem. The cashiers will give the MAC the \$100 from the safe. The check request is to reimburse the cashiers from the MAC's GL.

## Resnick, Michelle

---

**From:** McGowan, Ellen  
**Sent:** Thursday, May 20, 2021 9:41 AM  
**To:** Virgilio, David  
**Cc:** Resnick, Michelle  
**Subject:** RE: [External] Re: Per diem

Yes, same account.  
05-60-11999-5309004  
Thank you.

Ellen McGowan  
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McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

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**Interim Chief Financial Officer**  
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425 Fawell Blvd.  
SRC 2130L  
Glen Ellyn, IL 60137-6599  
Direct: 630.942.2219  
Email: [bradys310@cod.edu](mailto:bradys310@cod.edu)



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*Ellen*

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**Cc:** Josefina García <[seducat@mdop.org.mx](mailto:seducat@mdop.org.mx)>, "McGowan, Ellen" <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>, "Junokas, Molly" <[junokasm@cod.edu](mailto:junokasm@cod.edu)>, Adriana Jaramillo <[ajaramillo@mdop.org.mx](mailto:ajaramillo@mdop.org.mx)>  
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Best wishes,  
Adriana

Adriana Jaramillo  
Director of Communications  
Coordinator of International Projects  
MUSEO DOLORES OLMEDO  
O +52 55 5555 0891 ext. 141  
M +52 55 2561 3801  
[ajaramillo@mdop.org.mx](mailto:ajaramillo@mdop.org.mx)

El 26/04/2021, a las 15:16, Martinez, Diana <[martinezd59@cod.edu](mailto:martinezd59@cod.edu)> escribió:

Dear Josephina,

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Regarding your accommodations on the 9<sup>th</sup> – 21<sup>st</sup> – the college hotel is not available, so the next best option is the double tree Hilton in Lisle where we put up

all our stars and talent for shows. It's a very nice hotel and close

by. [https://www.hilton.com/en/hotels/napdtdt-doubletree-lisle-naperville/?SEO\\_id=GMB-DT-NAPDTD&y\\_source=1\\_MTIyMDg2My03MTUtbG9jYXRpb24uZ29vZ2xlX3dlYnNpdGVfb3ZlcnJpZGU%3D](https://www.hilton.com/en/hotels/napdtdt-doubletree-lisle-naperville/?SEO_id=GMB-DT-NAPDTD&y_source=1_MTIyMDg2My03MTUtbG9jYXRpb24uZ29vZ2xlX3dlYnNpdGVfb3ZlcnJpZGU%3D)

We will set up an UBER account for you to travel back and forth to the museum.

All the best,  
Diana Martinez

<image001.png>  
Director, McAninch Arts Center  
College of DuPage

425 Fawell Blvd.  
Glen Ellyn, IL 60137

<signature Diana.jpg><fw8ben.pdf>