

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1188426  
Vendor Name: Village of Glen Ellyn, Illinois  
Invoice Number: 22070301.136  
Invoice Date: 10/29/20  
PO Number:  
Check Number: 0282367  
Check Amount: \$ 229.00  
Check Date: 06/22/2021  
Department ID: 00262  
Reviewer Name: Belinda Tijerina  
Voucher Number: V0687021  
Redaction Type: None  
Document Type: AP Invoice

Document Below

## Ensweiler, Remic

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**From:** acctpay@cod.edu  
**Sent:** Wednesday, June 16, 2021 11:40 AM  
**To:** Ensweiler, Remic  
**Subject:** Voucher Confirmation: V0687021

Voucher Number V0687021  
Voucher Status In Progress (Unfinished)

Requestor Name Mr Remic M. Ensweiler

Voucher Date 06/16/21  
Due Date 06/17/21  
Vendor ID and/or Name 1188426 Village of Glen Ellyn, Illinois  
AP Type IM Invoices < \$15,000  
Voucher Total \$229.00

ITEM 1  
Item Description Engineering Resource Associates  
Quantity 1.000  
Price \$229.0000  
Extended Price \$229.00  
GL Distribution 01-20-00262-5804001  
Tax Info

### COMMENTS

This is one of two invoices to the Village of Glen Ellyn related to the Letter of Permission for work in the natural areas on campus. This goes through the Community Development Department.  
This is not for the Food and Beverage Tax Department

APPROVAL                      DATE

NEXT APPROVALS

**APPROVED**  
**06/17/21 - JENNIFER CUMPSTON**



June 4, 2021

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**Village President**  
Mark Senak

**Trustees**  
Kelli Christiansen  
Gary Fasules  
Anne Gould  
Kelley Kalinich  
Steve Thompson

**Village Manager**  
Mark T. Franz

**Village Attorney**  
Gregory S. Mathews

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**Civic Center**  
535 Duane Street  
Glen Ellyn, IL 60137

**Administration**  
630-469-5000

**Finance**  
630-547-5235

**Community Development**  
630-547-5250

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**Police**  
65 South Park Boulevard  
Glen Ellyn, IL 60137  
630-469-1187

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**Public Works**  
30 South Lambert Road  
Glen Ellyn, IL 60137  
630-469-6756

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**The Village Links**  
485 Winchell Way  
Glen Ellyn, IL 60137  
630-469-8180

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Remic Ensweiler  
Outdoor Lab/Prairie Manager  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137

RE: Invoice from Engineering Resource Associates for COD's Letter of  
Permission for Work in Natural Areas

Dear Mr. Ensweiler:

Please find attached two invoices from Engineering Resource Associates related to the COD's Letter of Permission for Work in Natural Areas. At this time the Village is requesting reimbursement of this expense. Please remit the payment to the Village of Glen Ellyn and include a copy of this letter at your earliest convenience. Thanks in advance for your attention to this matter.

Invoice # 22070301.136 - Dated October 29, 2020 - Invoice total \$229.00  
Invoice # 22070301.138 - Dated May 25, 2021 - Invoice total \$37.50

***The total due the Village of Glen Ellyn is \$266.50.***

Thank you for your assistance in this matter.

Very truly yours,

Staci Springer, Director  
Community Development Department

Enclosure: InvoiceS #22070301.136 and #22070301.138

Cc: Dale Fabianski, Staff Accountant, Finance Department  
Lori Gloude, Administrative Assistant II



October 29, 2020

Invoice No: 22070301.136

Village of Glen Ellyn  
535 Duane St.  
Glen Ellyn, IL 60137

Project 220703.01 Residential Reviews-Cont.#2 Glen Ellyn

**Professional Services to September 25, 2020**

Phase 08 Reviews

\*\*Hourly Services - GENERAL REVIEWS Tasks:

Project Manager - 0.0 hours @ \$150/hour = \$0.00

Senior Project Engineer - 0.0 hours @ \$100 = \$0.00

Project Engineer - 0.0 hours @ \$85/hour = \$0.00

Director of Ecological Services - 0.0 hours @ \$126 = 0.00

Environmental Specialist - 0.0 hours @ \$77 = \$0.00

GENERAL REVIEW SERVICES Subtotal = \$0.00

**Fee**

| Billing Phase          | Fee        | Percent Complete | Earned     | Previous Fee Billing | Current Fee Billing |
|------------------------|------------|------------------|------------|----------------------|---------------------|
| Detailed Summary Above | 436,929.21 | 100.00           | 436,929.21 | 436,929.21           | 0.00                |
| Total Fee              | 436,929.21 |                  | 436,929.21 | 436,929.21           | 0.00                |
| Total Fee              |            |                  |            |                      | 0.00                |
| Total this Phase       |            |                  |            |                      | 0.00                |

Phase PP COD Letter of Permission  
-Completed second review (August 5, 2020) and sent to Village

**COLLEGE OF DUPAGE**

**Professional Personnel**

|                  | Hours | Rate   | Amount |          |
|------------------|-------|--------|--------|----------|
| Earnest, Bradley | 2.00  | 77.00  | 154.00 |          |
| Pande, Erin      | .50   | 150.00 | 75.00  |          |
| Totals           | 2.50  |        | 229.00 |          |
| Total Labor      |       |        |        | 229.00   |
| Total this Phase |       |        |        | \$229.00 |

Phase QQ Nicor Facility Monitoring

-Reviewed spring monitoring report, performed full site visit, documented findings and follow up with Nicor Consultant.

**APPROVED**

**06/17/21 - JENNIFER CUMPTON**

CHICAGO  
P 312 474 7841

WARRENVILLE  
35701 WEST AVENUE SUITE 150

CHAMPAIGN  
P 217 351 6268

WARRENVILLE, IL 60555

631 591 306

**INVOICE REVIEWED**

**WWW.ERACONSULTANTS.COM**

**OKAY TO PAY**

**DELINDA TELFERINA 06/15/21**

**Professional Personnel**

|             | Hours | Rate               | Amount |          |
|-------------|-------|--------------------|--------|----------|
| Mayer, John | .50   | 150.00             | 75.00  |          |
| Pande, Erin | 1.75  | 150.00             | 262.50 |          |
| Totals      | 2.25  |                    | 337.50 |          |
| Total Labor |       |                    |        | 337.50   |
|             |       | Total this Phase   |        | \$337.50 |
|             |       | Total this Invoice |        | \$566.50 |

**CHICAGO**  
P 312.474.7841

**WARRENVILLE**  
3S701 WEST AVENUE, SUITE 150  
WARRENVILLE, IL 60555  
P 630.393.3060

**CHAMPAIGN**  
P 217.351.6268

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From: Ensweiler, Remic <ensweilerr@cod.edu>  
Sent: Wed Jun 16 11:46:37 CDT 2021  
To: barriosil42@cod.edu,zerrudom@cod.edu,acctpay@cod.edu  
CC: tijerinab@cod.edu,cumpstonj@cod.edu,invoicing@cod.edu  
Subject: RE: Get Physical Check Cut to Village of Glen Ellyn for Invoice  
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Thanks for connecting us, Marivic, and I apologize for spelling your name wrong in the previous email!

Isabel,

Attached is the pdf of the MyAccess Request a payment under \$500. Included in the pdf packet is the invoice from the Village of Glen Ellyn.

The Village sent along two invoice numbers. One for \$229.00 and another for \$37.50 totaling \$266.50.

I would like to get a paper check cut asap for a total of \$226.50 to physically take to the Village of Glen Ellyn Community Development Department asap.

The money will come from the fund 01-20-00262-5804001 Prairie Management: Building Remodeling Exps which currently has \$665.54 available.

Thanks for your help with this and please reach out with questions.

Remic

Remic Ensweiler  
Outdoor Lab/Prairie Manager  
College of DuPage  
Biology – STEM Division  
BIC 0545 630.942.3919

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**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Wednesday, June 16, 2021 11:25 AM  
**To:** Ensweiler, Remic <ensweilerr@cod.edu>; Accounts Payable <acctpay@cod.edu>  
**Cc:** Tijerina, Belinda <tijerinab@cod.edu>; Cumpston, Jennifer <cumpstonj@cod.edu>; Invoicing <invoicing@cod.edu>  
**Subject:** RE: Get Physical Check Cut to Village of Glen Ellyn for Invoice

Hi Remic,

Village of Glen Ellyn is Isabel's vendor.

We are running checks next week. Please reach out to Isabel

Thanks

Marivic Zerrudo  
Accounts Payable Team Leader  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone: (630)942-2601  
[zerrudom@cod.edu](mailto:zerrudom@cod.edu)

**From:** Ensweiler, Remic <[ensweilerr@cod.edu](mailto:ensweilerr@cod.edu)>

**Sent:** Wednesday, June 16, 2021 11:17 AM

**To:** Accounts Payable <[acctpay@cod.edu](mailto:acctpay@cod.edu)>; Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Cc:** Tijerina, Belinda <[tijerinab@cod.edu](mailto:tijerinab@cod.edu)>; Cumpston, Jennifer <[cumpstonj@cod.edu](mailto:cumpstonj@cod.edu)>; Invoicing <[invoicing@cod.edu](mailto:invoicing@cod.edu)>

**Subject:** Get Physical Check Cut to Village of Glen Ellyn for Invoice

**Importance:** High

Hi Marivec,

I just received an invoice from The Village of Glen Ellyn in the mail today.

Attached is the invoice for \$266.50.

The best way to pay them is to get a physical check cut.

Before, I enter it into any system, can you please advise on how to most efficiently get a check cut to pay The Village of Glen Ellyn \$266.50.

It will come out of the fund 01-20-00262-5804001 Prairie Management: Building Remodeling Exps which currently has \$665.54 available.

Please let me know if you can help.

Thanks,

Remic

Remic Ensweiler

Outdoor Lab/Prairie Manager

College of DuPage

Biology – STEM Division

BIC 0545 630.942.3919

COD Natural Areas:

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[attachment: 21 6 16 myaccess request a payment & village of glen ellyn invoice.pdf]