

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188426
Vendor Name: Village of Glen Ellyn, Illinois
Invoice Number: 22070301.138
Invoice Date: 05/25/21
PO Number:
Check Number: 0282368
Check Amount: \$ 37.50
Check Date: 06/22/2021
Department ID: 00262
Reviewer Name: Belinda Tijerina
Voucher Number: V0687023
Redaction Type: None
Document Type: AP Invoice

Document Below

Ensweiler, Remic

From: acctpay@cod.edu
Sent: Wednesday, June 16, 2021 11:42 AM
To: Ensweiler, Remic
Subject: Voucher Confirmation: V0687023

Voucher Number V0687023
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 \$37.50

ITEM 1
Item Description Engineering Resource Associates
Quantity 1.000
Price \$37.5000
Extended Price \$37.50
GL Distribution 01-20-00262-5804001
Tax Info

COMMENTS

This is the second 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

INVOICE REVIEWED
OKAY TO PAY

BELINDA TIJERINA 06/17/21



June 4, 2021

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

Civic Center
535 Duane Street
Glen Ellyn, IL 60137

Administration
630-469-5000

Finance
630-547-5235

Community Development
630-547-5250

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

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

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

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.

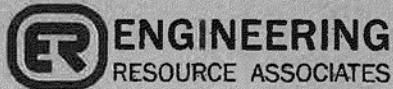
Thank you for your assistance in this matter.

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



May 25, 2021

Invoice No:

22070301.138

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

Project 220703.01 Residential Reviews-Cont.#2 Glen Ellyn

Professional Services to April 30, 2021

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 HH Glen Oaks 2019 Monitoring

-Reviewed monitoring reports

-Attended field meeting, reviewed site and follow up with owner's consultant

Professional Personnel

	Hours	Rate	Amount	
Earnest, Bradley	6.00	77.00	462.00	
Totals	6.00		462.00	
Total Labor				462.00
Total this Phase				\$462.00

Phase PP COD Letter of Permission

-Reviewed tree list from Remic and responded to Amy

COLLEGE OF DUPAGE

CHICAGO

P 312.474.7841

WARRENVILLE

3S701 WEST AVENUE, SUITE 150

WARRENVILLE, IL 60555

P 630.393.3060

CHAMPAIGN

P 217.351.6268

WWW.ERACONSULTANTS.COM

Project	220703.01	Residential Reviews-Cont.#2 Glen Ellyn	Invoice	22070301.138
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Professional Personnel

COLLEGE OF DUPAGE

	Hours	Rate	Amount	
Pande, Erin	.25	150.00	37.50	
Totals	.25		37.50	
Total Labor				37.50
Total this Phase				\$37.50

Phase QQ Nicor Facility Monitoring
 -Prepared final review of project documents and closed out project.

Professional Personnel

	Hours	Rate	Amount	
Mayer, John	.50	150.00	75.00	
Totals	.50		75.00	
Total Labor				75.00
Total this Phase				\$75.00
Total this Invoice				\$574.50

CHICAGO
 P 312.474.7841

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

CHAMPAIGN
 P 217.351.6268

WWW.ERACONSULTANTS.COM

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

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

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

From: Ensweiler, Remic <ensweilerr@cod.edu>

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

To: Accounts Payable <acctpay@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>

Cc: Tijerina, Belinda <tijerinab@cod.edu>; Cumpston, Jennifer <cumpstonj@cod.edu>; Invoicing <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]