

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1575100

Vendor Name: M. R. Serment Inc

Invoice Number: 05312021

Invoice Date: 05/31/21

PO Number: B0371408

Check Number: E0085015

Check Amount: \$ 1,679.25

Check Date: 06/08/2021

Department ID: 11999

Reviewer Name:

Voucher Number: V0684179

Redaction Type: None

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

Document Below

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From: McGowan, Ellen <mcgowan@cod.edu>  
Sent: Tue Jun 01 16:54:35 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Inv Serment, MR 05312021  
-----

Please process the attached invoice.  
Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
P. 630-942-3009  
F. 630-942-3002  
[mcgowan@cod.edu](mailto:mcgowan@cod.edu)

[attachment: Serment, MR Inv 05312021 864.50 053121.pdf]

**INVOICE****APPROVED***By Ellen McGowan at 4:51 pm, Jun 01, 2021*

Marcela Andrade Serment

1805 W. Cullerton Street (708) 590 - 9665

Chicago, IL 60608 marce.andrade.84@gmail.com

BO# 371408 = \$864.50

**BILLED TO**

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60173

05-60-11999-5309004

499 Other Contracted Staff G20\_KAHLO

**AP VERIFIED****06/03/21 - BETHANY CRUSE****M.R. Serment Inc.**

INVOICE NUMBER	DATE	TIME IN	TIME OUT	DESCRIPTION	TOTAL
05312021	05/03/21	4:00 PM	4:45 PM	Zoom meeting with Justin Witte (JW) and Renata and Michael from Normal. Need to go through image labels in lobby exhibition and make these uniform.	0.75
DATE OF ISSUE 05/31/2021	05/04/21	7:00 PM	9:00 PM	Worked on formatting image labels.	2.00
PROJECT NAME Frida Kahlo: Timeless Exhibition at College of DuPage	05/05/21	8:00 PM	11:00 PM	Worked on formatting image labels.	3.00
	05/10/21	4:00 PM	4:50 PM	Meeting with JW. Discussed exhibition progress and need to review files from Renata and Micheal from Normal and comment asap.	0.83
	05/10/21	6:00 PM	9:00 PM	Reviewed lobby files from Normal and provided feedback.	3.00
	05/14/21	4:00 PM	4:30 PM	Meeting with JW. Discussed contingency plan in case we don't here back from J. Allen regarding Mexican Rev. footage and use of Spanish text in the exhibition.	0.50
	05/17/21	4:00 PM	4:30 PM	Meeting with JW. Discussed photographs that need follow-ups with archives in Mexico in order to obtain image rights; calendar of events for the exhibition; follow up regarding Spanish press interviews; and footage we want to use from the John E Allen Archive on the Mexican Revolution.	0.50
	05/19/21	6:00 PM	7:30 PM	Followed up with archives in Mexico regarding image rights for certain photographs in lobby exhibit.	1.50
	05/23/21	7:00 PM	10:30 AM	Worked on identifying footage from John E. Allen Archive for inclusion in lobby exhibition.	3.50
	05/24/21	4:00 PM	4:30 PM	Meeting with JW. Discussed outstanding items to be finalized prior to 05/29/21 press day and updates re image rights for photos in lobby exhibit.	0.50

		05/25/21	6:00 PM	10:00 PM	Compiled and updated all English texts for Molly and team to include in exhibition program; updates reflect the final version of the files submitted to the printer for use in the exhibition.	4.00
		05/26/21	6:00 PM	10:00 PM	Started reviewing and updating Spanish texts to reflect changes made to English versions that were sent to printer.	4.00
		05/27/21	9:00 AM	11:30 PM	On-site walk-through of exhibition with JW and video recording of different spaces for virtual tour.	2.50
		05/29/21	10:30 AM	1:30 PM	Exhibition Press Day	3.00
		05/30/21	7:00 PM	10:00 PM	Continued working on updating Spanish texts to reflect changes made to English versions sent to printer.	3.00
		05/31/21	8:30 AM	10:30 AM	Finished updating Spanish texts and shared with JW and team.	2.00
					<b>TOTAL HOURS WORKED</b>	<b>34.58</b>
					<b>AMOUNT DUE</b>	<b>\$864.50</b>
<b>REMARKS / PAYMENT INSTRUCTIONS</b>						
<i>Please make payments payable to M.R. Serment Inc.</i>						

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1575100

Vendor Name: M. R. Serment Inc

Invoice Number: 04302021

Invoice Date: 04/30/21

PO Number: B0371408

Check Number: E0085015

Check Amount: \$ 1,679.25

Check Date: 06/08/2021

Department ID: 11999

Reviewer Name:

Voucher Number: V0684211

Redaction Type: None

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

Document Below

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From: McGowan, Ellen <mcgowan@cod.edu>  
Sent: Tue Jun 01 16:58:04 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Inv Serment, MR #04302021  
-----

Please process the attached invoice.  
Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
P. 630-942-3009  
F. 630-942-3002  
[mcgowan@cod.edu](mailto:mcgowan@cod.edu)

[attachment: Serment, MR Inv 04302021 814.75 043021.pdf]

**APPROVED**

By Ellen McGowan at 4:55 pm, Jun 01, 2021

**INVOICE**

Marcela Andrade Serment

1805 W. Cullerton Street

(708) 590 - 9665

Chicago, IL 60608

marce.andrade.84@gmail.com

BO# 371408 = \$814.75

**BILLED TO**

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60173

05-60-11999-5309004

499 Other Contracted Staff G20 KAHLO

**AP VERIFIED****06/03/21 - BETHANY CRUSE****M.R. Serment Inc.****INVOICE NUMBER**

04302021

**DATE****TIME IN****TIME OUT****DESCRIPTION****TOTAL**

04/02/21

4:00 PM

4:30 PM

Zoom meeting with Justin Witte (JW). Tasked with creating document for docent training that highlights specific pieces throughout the exhibition. Contact NMMA and ask for recommendations regarding video on Mexican Revolution.

0.50

**DATE OF ISSUE**

04/30/2021

04/04/21

7:00 PM

10:00 PM

Created document for docent training and started to review full draft of exhibition catalogue.

3.00

**PROJECT NAME**Frida Kahlo: Timeless Exhibi  
at College of DuPage

04/05/21

5:00 PM

6:30 PM

Edited Diana's labels for the children's area, to be included in docent script.

1.50

04/07/21

7:00 PM

8:30 PM

Continued with research on Mexican Revolution video for lobby exhibition.

1.50

04/09/21

5:00 PM

7:00 PM

Continued to review exhibition catalogue.

2.00

04/10/21

8:30 PM

10:30 PM

Continued to review exhibition catalogue.

2.00

04/11/21

8:00 PM

10:00 PM

Continued to review exhibition catalogue.

2.00

04/12/21

4:00 PM

5:15 PM

Meeting with JW. Shared updates regarding status of video on Mexican Revolution and reviewed exhibition catalogue page by page.

1.25

04/13/21

4:00 PM

7:00 PM

Continued with revisions to exhibition catalogue.

3.00

04/15/21

8:00 PM

11:00 PM

Continued with revisions to exhibition catalogue.

3.00

04/16/21

4:00 PM

4:40 PM

Meeting with JW. Discussed progress made with Mexican Revolution video, translation of all Spanish texts (especially for lobby texts that were updated), and image credits.

0.67

04/19/21

5:00 PM

9:00 PM

Worked on compiling all Spanish texts for exhibition; noted what sections needed to be updated.

4.00

04/21/21

2:00 PM

3:40 PM

Exhibition planning meeting with JW, Therese, Jim, Molly, and Daniela.

1.67

04/22/21

8:30 PM

11:00 PM

Continued with research regarding Mexican Revolution video and started compiling list of images that were missing image rights.

2.50



		04/23/21	7:00 PM	10:00 PM	Started compiling information on images missing rights in lobby exhibit needed for labels.	3.00
		04/26/21	4:00 PM	4:30 PM	Touched base with JW regarding video on Mexican Revolution and emailed questions regarding image rights for certain photographs in lobby exhibit.	0.50
		04/30/21	4:00 PM	4:30 PM	Meeting with JW. Found new video on Mexican Revolution, need to look into rights for this; asked to review vinyl files for lobby exhibition; discussed image rights for photographs that belong to international archives.	0.50
					<b>TOTAL HOURS WORKED</b>	<b>32.59</b>
					<b>AMOUNT DUE</b>	<b>\$814.75</b>
<b>REMARKS / PAYMENT INSTRUCTIONS</b>						
<i>Please make payments payable to M.R. Serment Inc.</i>						