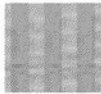


Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1585496
Vendor Name: Banner Personnel Service Inc
Invoice Number: 42038
Invoice Date: 3/5/2022
PO Number: B0000554
Check Number: E0088778
Check Amount: \$ 2,315.70
Check Date: 03/22/2022
Voucher Number: V0733351
Document Type: AP Invoice

Document Below

Remit To:



Banner Personnel Service, Inc.

**7425 Janes Avenue, Suite 201
Woodridge, IL 60517
630-515-0500**

Accounts Payable
College Of DuPage
425 22nd St
Glen Ellyn, IL 60137

Branch Name: Naperville

Invoice Date	Invoice #
3/5/2022	42038
Customer #	Invoice Amt
48221	\$627.75

TERMS: Unless otherwise provided for under contract:
This invoice must be paid within 10 days. Any invoiced amount not
paid within 30 days will accrue interest at the rate of 1% per month
or at the maximum rate permitted by law. Client directed travel or
expense costs will be assessed a 5% handling charge.

Please detach and return with remittance

PO Number: B0000554

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Smith, Emma	WeekendDate: 3/5/2022 Customer Service Representative Department Name: Marketing and Creative Services	22.50	\$27.90	0.00	\$41.85	\$627.75

Please Pay \$627.75



Banner Personnel
Temporary Employee Time Sheet

bannerpersonnel since 1979



SOCIAL SECURITY NUMBER									
X	X	X	X	X	2	5	9	5	

EMPLOYEE: LAST NAME	FIRST
Smith	Emma

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.

EMPLOYEE SIGNATURE **X** *E Smith*

COMPANY NAME	College of DuPage
ADDRESS	S Lambert Road
CITY/STATE/ZIP	Glen Ellyn, IL 60137

EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSTRUED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

WEEK ENDING SATURDAY

3/5

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN	2/27	X	X	X	X
MON	2/28	10:00	6:30	.5	8
TUE	3/1	10:00	6:30	.5	8
WED	3/2	10:00	5:00	.5	6.5
THU	3/3	X	X	X	X
FRI	3/4	X	X	X	X
SAT	3/5	X	X	X	X

TOTAL TO NEAREST QUARTER HOUR.
MINIMUM ASSIGNMENT TIME IS 4 HOURS.
CLIENT WILL BE BILLED FOR HOURS LISTED.

TOTAL: 22.5

CLIENT AGREEMENT

BANNER HAS INCURRED EXPENSE IN RECRUITING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH **BANNER**, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY NAMED HEREON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF **BANNER** AND PAYMENT OF THE APPLICABLE FEE (SEE WWW.BANNERPERSONNEL.COM/TERMS.HTM).

I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE

TITLE

X

Please fax or email to: 630.505.4566 or
bps_naperville@bannerpersonnel.com

From: [Stephanie Stevenson](#)
To: [Sam Phachantry](#)
Subject: FW: [External] Jill Krupa
Date: Monday, March 7, 2022 11:47:29 AM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)
[image006.jpg](#)
[image007.png](#)
[image008.png](#)
[image009.jpg](#)
[image010.jpg](#)
[image011.jpg](#)
[image012.jpg](#)
[image013.jpg](#)
[image014.png](#)

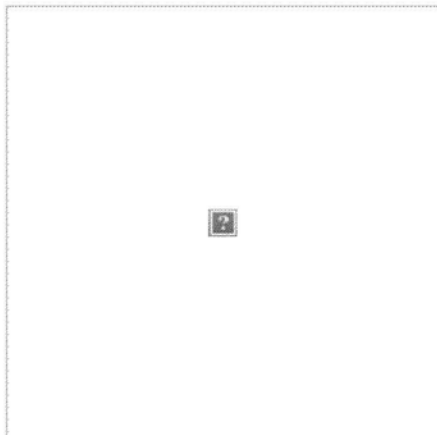
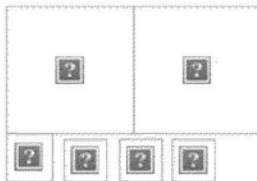
Stephanie Stevenson
Branch Manager

Office: 630-505-8881 Fax: 630-505-4566

sstevenson@bannerpersonnel.com

BANNER PERSONNEL SERVICE, INC.

WBE Certified by the City of Chicago and State of Illinois



From: Jorgensen, Laurette <jorgensenl@cod.edu>

Sent: Monday, March 7, 2022 11:47 AM

To: Stephanie Stevenson <sstevenson@bannerpersonnel.com>

Subject: Re: [External] Jill Krupa

Yes she did.

Laurie Jorgensen

Director, Marketing & Creative Services

College of DuPage

425 Fawell Blvd, Glen Ellyn IL 60137

IRC1060

630.942.2755

cod.edu

From: Stephanie Stevenson <sstevenson@bannerpersonnel.com>

Date: Monday, March 7, 2022 at 11:40 AM

To: Laurie Jorgensen <lorgensenl@cod.edu>, Char Stukel <cstukel@bannerpersonnel.com>

Subject: RE: [External] Jill Krupa

Hi Laurie,

Emma sent us her timecard but it was not signed. Can you please confirm if she worked 22.5 hours last week?

Stephanie Stevenson

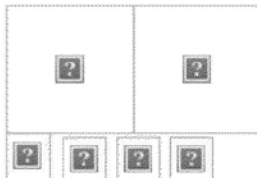
Branch Manager

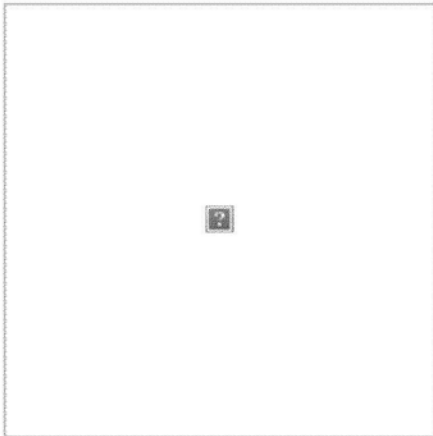
Office: 630-505-8881 Fax: 630-505-4566

sstevenson@bannerpersonnel.com

BANNER PERSONNEL SERVICE, INC.

WBE Certified by the City of Chicago and State of Illinois





From: Jorgensen, Laurette <jorgensenl@cod.edu>
Sent: Monday, February 21, 2022 9:39 AM
To: Stephanie Stevenson <sstevenson@bannerpersonnel.com>; Char Stukel <cstukel@bannerpersonnel.com>
Subject: Re: [External] Jill Krupa

OK Thanks.

From: Stephanie Stevenson <sstevenson@bannerpersonnel.com>
Date: Monday, February 21, 2022 at 9:29 AM
To: Laurie Jorgensen <jorgensenl@cod.edu>, Char Stukel <cstukel@bannerpersonnel.com>
Subject: Re: [External] Jill Krupa

Hi Laurie,

Emma just texted us that is not feeling well this morning and will not be in today. We will find out how she is doing later and follow up with you.

Stephanie

Get [Outlook for iOS](#).

From: Jorgensen, Laurette <jorgensenl@cod.edu>
Sent: Thursday, February 17, 2022 10:00:13 AM
To: Char Stukel <cstukel@bannerpersonnel.com>
Cc: Stephanie Stevenson <sstevenson@bannerpersonnel.com>
Subject: Re: [External] Jill Krupa

Great thank you!!

From: Char Stukel <cstukel@bannerpersonnel.com>

Date: Thursday, February 17, 2022 at 9:58 AM

To: Laurie Jorgensen <jorgensenl@cod.edu>

Cc: Stephanie Stevenson <sstevenson@bannerpersonnel.com>

Subject: RE: [External] Jill Krupa

Laurie,

Emma's birthday is 3/3/1999.

I will be out of the office next week so if you need anything please contact Stephanie.

Thank you

Char

From: Jorgensen, Laurette <jorgensenl@cod.edu>

Sent: Thursday, February 17, 2022 9:49 AM

To: Char Stukel <cstukel@bannerpersonnel.com>

Subject: Re: [External] Jill Krupa

Char,

Can I get Emma's birthday?

We have several Emma Smiths in our system. If you are a former student, we keep the same record for you when you are an employee. Jill was a former student here and we used that same record.

The best way to discover if we have her in our system already is birthday.

Let me know.

Laurie

From: Char Stukel <cstukel@bannerpersonnel.com>

Date: Wednesday, February 16, 2022 at 1:26 PM

To: Laurie Jorgensen <jorgensenl@cod.edu>, "Olson Rzeminski, Michelle" <olsonrzeminskim@cod.edu>

Subject: Re: [External] Jill Krupa

Thank you

Get [Outlook for iOS](#).

From: Jorgensen, Laurette <jorgensenl@cod.edu>

Sent: Wednesday, February 16, 2022 2:17:36 PM

To: Char Stukel <cstukel@bannerpersonnel.com>; Olson Rzeminski, Michelle

<olsonrzeminskim@cod.edu>

Subject: Re: [External] Jill Krupa

Great I will process paperwork.

Ask her to report to the IRC building at 10 am on Monday.

Laurie

From: Char Stukel <cstukel@bannerpersonnel.com>

Date: Wednesday, February 16, 2022 at 1:15 PM

To: Laurie Jorgensen <jorgensenl@cod.edu>, "Olson Rzeminski, Michelle" <olsonrzeminskim@cod.edu>

Subject: Re: [External] Jill Krupa

Yes she is good to go! Thank you

Get [Outlook for iOS](#)

From: Jorgensen, Laurette <jorgensenl@cod.edu>

Sent: Wednesday, February 16, 2022 2:14:08 PM

To: Char Stukel <cstukel@bannerpersonnel.com>; Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>

Subject: FW: [External] Jill Krupa

Hi Char,

Is Emma available for Monday? I need to get paperwork processed because IT wants 3 days.

Laurie

From: Laurie Jorgensen <jorgensenl@cod.edu>

Date: Tuesday, February 15, 2022 at 4:18 PM

To: Char Stukel <cstukel@bannerpersonnel.com>, "Olson Rzeminski, Michelle" <olsonrzeminskim@cod.edu>

Subject: Re: [External] Jill Krupa

Hi Char,

Sorry for the delay I've been in back to back meetings all day. Emma looks good if she feels she can handle the customer service calls. Can she start on Monday? I have to get all the IT access set up and that takes a couple of days. They are shorthanded there too.

Laurie

From: Char Stukel <cstukel@bannerpersonnel.com>
Date: Tuesday, February 15, 2022 at 11:22 AM
To: "Olson Rzeminski, Michelle" <olsonrzeminskim@cod.edu>
Cc: Laurie Jorgensen <jorgensenl@cod.edu>
Subject: RE: [External] Jill Krupa

I am so excited. I have attached a great candidate for you. Emma Smith just finished working a one month assignment for banner and they just loved her. They wished they had a position full time permanent that they could hire her for but they could not bring her on at this time. She is available to start for you tomorrow.

Please let me know if you would like me to have her start.

Thank you
Char Stukel

From: Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>
Sent: Tuesday, February 15, 2022 9:47 AM
To: Char Stukel <cstukel@bannerpersonnel.com>
Cc: Jorgensen, Laurette <jorgensenl@cod.edu>
Subject: RE: [External] Jill Krupa

Yes, she would still like someone for the assignment if you can find someone. I have copied Laurie on this email so you can keep her informed on your progress.

Thank you,
Michelle Olson

From: Char Stukel <cstukel@bannerpersonnel.com>
Sent: Tuesday, February 15, 2022 9:27 AM
To: Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>
Subject: RE: [External] Jill Krupa

I completely agree that she should have let us try to work it out with the department before leaving.

Do you still want me to work on a replacement person?

Char

From: Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>
Sent: Tuesday, February 15, 2022 9:09 AM
To: Char Stukel <cstukel@bannerpersonnel.com>

Subject: RE: [External] Jill Krupa

Char

Thank you for providing this information. I wish she would have said something prior to quitting the assignment. I will tell the dept her concerns.

Thank you,

Michelle Olson

From: Char Stukel <cstukel@bannerpersonnel.com>

Sent: Tuesday, February 15, 2022 8:59 AM

To: Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>

Subject: RE: [External] Jill Krupa

Michelle,

She said it was not a good fit for her and she did not feel safe working alone in the department and then leaving alone and walking to her car with no one around.

Char

From: Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>

Sent: Tuesday, February 15, 2022 8:36 AM

To: Char Stukel <cstukel@bannerpersonnel.com>

Subject: RE: [External] Jill Krupa

Char

Do you have any information as to why she is no longer available? The dept would like to know details if possible.

Thank you,

Michelle Olson

From: Char Stukel <cstukel@bannerpersonnel.com>

Sent: Sunday, February 13, 2022 8:02 PM

To: Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>

Subject: Re: [External] Jill Krupa

Working in the marketing dept for Laurie Jorgensen

Get [Outlook for iOS](#)

From: Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>

Sent: Sunday, February 13, 2022 4:28:03 PM

To: Char Stukel <cstukel@bannerpersonnel.com>

Subject: Re: [External] Jill Krupa

Char
What assignments was she on?
Thanks

Michelle
Sent from my iPhone

On Feb 13, 2022, at 11:09 AM, Char Stukel <cstukel@bannerpersonnel.com> wrote:

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.

Michelle,
I received a call from Jill Krupa that she is not going to be able to return.
I will work on a replacement person right away.
Thank you
Char

Get [Outlook for iOS](#).

Molly Blubaugh <mblubaugh@staffingplusinc.com>

[External] Banner Personnel invoice 40238

Molly Blubaugh <mblubaugh@staffingplusinc.com>

Thu, Mar 10, 2022 at 06:47 PM GMT

CC:

BCC:

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.

Molly Blubaugh

Staff Accountant

THE PLUS GROUP, INC.

STAFFING PLUS, INC.

BANNER PERSONNEL SERVICE, INC.

(630) 515-0500 office

(630) 725-4910 direct

1 attachment

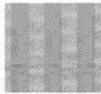
42038 + timecard.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1585496
Vendor Name: Banner Personnel Service Inc
Invoice Number: 41992
Invoice Date: 2/26/2022
PO Number: B0000554
Check Number: E0088778
Check Amount: \$ 2,315.70
Check Date: 03/22/2022
Voucher Number: V0733352
Document Type: AP Invoice

Document Below

Remit To:



Banner Personnel Service, Inc.

**7425 Janes Avenue, Suite 201
Woodridge, IL 60517
630-515-0500**

Accounts Payable
College Of DuPage
425 22nd St
Glen Ellyn, IL 60137

Branch Name: Naperville

Invoice Date	Invoice #
2/26/2022	41992
Customer #	Invoice Amt
48221	\$837.00

TERMS: Unless otherwise provided for under contract:
This invoice must be paid within 10 days. Any invoiced amount not
paid within 30 days will accrue interest at the rate of 1% per month
or at the maximum rate permitted by law. Client directed travel or
expense costs will be assessed a 5% handling charge.

Please detach and return with remittance

PO Number: B0000554

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Smith, Emma	WeekendDate: 2/27/2022 Customer Service Representative Department Name: Marketing and Creative Services	30.00	\$27.90	0.00	\$41.85	\$837.00

Please Pay \$837.00



Banner Personnel
Temporary Employee Time Sheet

bannerpersonnel



SOCIAL SECURITY NUMBER								
X	X	X	X	X	2	5	9	5

EMPLOYEE: LAST NAME SMITH	FIRST EMMA
------------------------------	---------------

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.

EMPLOYEE SIGNATURE **X**

COMPANY NAME COLLEGE OF DuPAGE
ADDRESS INSTITUTIONAL RESOURCE CENTER, S LAMBERT ROAD
CITY/STATE/ZIP GLEN ELLYN, IL 60137

EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSTRUED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

WEEK ENDING SATURDAY 2/26

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN	2/20	X	X	X	X
MON	2/21	X	X	X	X
TUE	2/22	10	5:30	.5	7
WED	2/23	10	5:30	.5	7
THU	2/24	10	6:30	.5	8
FRI	2/25	10	6:30	.5	8
SAT	2/26	X	X	X	X

TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.	TOTAL: 30
---	------------------

CLIENT AGREEMENT

BANNER HAS INCURRED EXPENSE IN RECRUITING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH **BANNER**, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY NAMED HEREON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF **BANNER** AND PAYMENT OF THE APPLICABLE FEE (SEE WWW.BANNERPERSONNEL.COM/TERMS.HTM).

I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE X	TITLE DIRECTOR MKTG
------------------------------	------------------------

**Please fax or email to: 630.505.4566 or
bps_naperville@bannerpersonnel.com**

Molly Blubaugh <mblubaugh@staffingplusinc.com>

[External] Banner Personnel Service, Inc. Invoice - 1 of 2

Molly Blubaugh <mblubaugh@staffingplusinc.com>

Fri, Mar 4, 2022 at 11:07 PM GMT

CC:

BCC:

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To College Of DuPage ,

Thank you for your continued business!

Attached to this e-mail is your electronic invoice statement.

The attachment may only be viewed using Adobe Acrobat or Adobe Reader. To download a free copy of Adobe Reader, please click on the link below:

<http://www.adobe.com/products/acrobat/readstep2.html>

#####

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#####

1 attachment

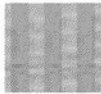
41992 +timecard.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1585496
Vendor Name: Banner Personnel Service Inc
Invoice Number: 42081
Invoice Date: 3/12/2022
PO Number: B0000554
Check Number: E0088778
Check Amount: \$ 2,315.70
Check Date: 03/22/2022
Voucher Number: V0733353
Document Type: AP Invoice

Document Below

Remit To:



Banner Personnel Service, Inc.

**7425 Janes Avenue, Suite 201
Woodridge, IL 60517
630-515-0500**

Accounts Payable
College Of DuPage
425 22nd St
Glen Ellyn, IL 60137

Branch Name: Naperville

Invoice Date	Invoice #
3/12/2022	42081
Customer #	Invoice Amt
48221	\$850.95

TERMS: Unless otherwise provided for under contract:
This invoice must be paid within 10 days. Any invoiced amount not
paid within 30 days will accrue interest at the rate of 1% per month
or at the maximum rate permitted by law. Client directed travel or
expense costs will be assessed a 5% handling charge.

Please detach and return with remittance

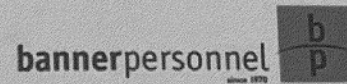
PO Number: B0000554

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Smith, Emma	WeekendDate: 3/13/2022 Customer Service Representative Department Name: Marketing and Creative Services	30.50	\$27.90	0.00	\$41.85	\$850.95

Please Pay \$850.95



Banner Personnel
Temporary Employee Time Sheet



SOCIAL SECURITY NUMBER									
X	X	X	X	X	2	5	9	5	

EMPLOYEE: LAST NAME SMITH	FIRST EMMA
------------------------------	---------------

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.

EMPLOYEE
SIGNATURE **X**

COMPANY NAME COLLEGE OF DuPAGE
ADDRESS INSTITUTIONAL RESOURCE CENTER, S LAMBERT ROAD
CITY/STATE/ZIP GLEN ELLYN, IL 60137

EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSTRUED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

WEEK ENDING SATURDAY 3/12

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN	3/06	X	X	X	X
MON	3/07	X	X	X	X
TUE	3/08	10	6:30	.5	8
WED	3/09	10	5:00	.5	6.5
THU	3/10	10	6:30	.5	8
FRI	3/11	10	6:30	.5	8
SAT	3/12	X	X	X	X

TOTAL TO NEAREST QUARTER HOUR.
MINIMUM ASSIGNMENT TIME IS 4 HOURS.
CLIENT WILL BE BILLED FOR HOURS LISTED.

TOTAL: 30.5

CLIENT AGREEMENT

BANNER HAS INCURRED EXPENSE IN RECRUITING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH **BANNER**, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY NAMED HEREON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF **BANNER** AND PAYMENT OF THE APPLICABLE FEE (SEE WWW.BANNERPERSONNEL.COM/TERMS.HTM).
I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE X	TITLE MKTG DIRECTOR
------------------------------	------------------------

Please fax or email to: 630.505.4566 or
bps_naperville@bannerpersonnel.com

Molly Blubaugh <mblubaugh@staffingplusinc.com>

[External] Banner Personnel Service, Inc. Invoice - 1 of 1

Molly Blubaugh <mblubaugh@staffingplusinc.com>

Thu, Mar 17, 2022 at 07:53 PM GMT

CC:

BCC:

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To College Of DuPage ,

Thank you for your continued business!

Attached to this e-mail is your electronic invoice statement.

The attachment may only be viewed using Adobe Acrobat or Adobe Reader. To download a free copy of Adobe Reader, please click on the link below:

<http://www.adobe.com/products/acrobat/readstep2.html>

#####

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#####

1 attachment

42081 +timecard.pdf