

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 42620  
Invoice Date: 5/28/2022  
PO Number: B0374508  
Check Number: E0090147  
Check Amount: \$ 9,584.00  
Check Date: 06/21/2022  
Voucher Number: V0741539  
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 #
5/28/2022	42620
Customer #	Invoice Amt
48221	\$1,316.25

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**

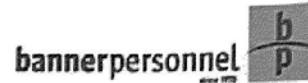
PO Number:BO374508

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Chan, Sean	<b>WeekendDate: 5/28/2022</b>					
	Data Entry	30.00	\$23.25	0.00	\$34.88	\$697.50
	Department Name: Registration					
Cuff, Judy	Data Entry	27.50	\$22.50	0.00	\$33.75	\$618.75
	Department Name: Registration					

**Please Pay \$1,316.25**



**Banner Personnel**  
Temporary Employee Time Sheet



SOCIAL SECURITY NUMBER									
X	X	X	X	X	9	0	8	3	
EMPLOYEE: LAST NAME <i>Chan</i>					FIRST <i>Sean</i>				
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.									
EMPLOYEE SIGNATURE <input checked="" type="checkbox"/> <i>Sean Chan</i>									
COMPANY NAME <i>College of Dr. Page</i>									
ADDRESS <i>525 Fawell BLVD</i>									
CITY/STATE/ZIP <i>Glen Ellyn IL 60137</i>									

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 <i>5-28</i>					
	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON					
TUE	<i>5-24</i>	<i>9 AM</i>	<i>5 PM</i>	<i>.5</i>	<i>7.5</i>
WED	<i>5-25</i>	<i>9 AM</i>	<i>5 PM</i>	<i>.5</i>	<i>7.5</i>
THU	<i>5-26</i>	<i>9 AM</i>	<i>5 PM</i>	<i>.5</i>	<i>7.5</i>
FRI	<i>5-27</i>	<i>9 AM</i>	<i>5 PM</i>	<i>.5</i>	<i>7.5</i>
SAT					
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.				TOTAL:	<i>30</i>


**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](http://WWW.BANNERPERSONNEL.COM/TERMS.HTM)).  
I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE *X [Signature]* TITLE *Coordinator Enrollment Support Center*  
Please fax or email to: 630.505.4566 or [bps\\_naperville@bannerpersonnel.com](mailto:bps_naperville@bannerpersonnel.com)

## Molly Blubaugh

**From:** Judy Cuff <jcuff0514@gmail.com>  
**Sent:** Thursday, May 26, 2022 2:05 PM  
**To:** BPS Naperville  
**Subject:** Judy Cuff Time sheet 5/28/22

**Banner Personnel**  
Temporary Employee Time Sheet

**bannerpersonnel** 

SOCIAL SECURITY NUMBER  
X X X X X 5 3 0 9

EMPLOYEE: LAST NAME FIRST  
CUFF Judy

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

EMPLOYEE SIGNATURE ☒ *Judy Cuff*

COMPANY NAME  
College of DuPage

ADDRESS  
425 Fawcett Blvd

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 CONSIDERED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

WEEK ENDING SATURDAY  
5/28/22

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON	5/23/22	9:00	5:00	.5	7.5
TUE	5/24/22	9:00	5:00	.5	7.5
WED	5/25/22	9:00	2:30	.5	5
THU	5/26/22	9:00	5:00	.5	7.5
FRI					
SAT					
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.				TOTAL:	27.5

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 <https://www.bannerpersonnel.com/terms.htm>).  
I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE *Jessica Friedman* TITLE *Coordinator Enrollment Support Center*

Please fax or email to: 630.505.4566 or [bps\\_naperville@bannerpersonnel.com](mailto:bps_naperville@bannerpersonnel.com)

Sent from my iPhone



Molly Blubaugh <mblubaugh@theplusgroup.com>

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

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Molly Blubaugh <mblubaugh@theplusgroup.com>

Thu, Jun 2, 2022 at 11:16 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.

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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**NOTICE:**

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**1 attachment**

COD 42620 + timecard.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 42367  
Invoice Date: 4/23/2022  
PO Number: B0374508  
Check Number: E0090147  
Check Amount: \$ 9,584.00  
Check Date: 06/21/2022  
Voucher Number: V0741541  
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#
4/23/2022	42367
Customer#	Invoice Amt
48221	\$337.50

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.

Supervisor: Flores, Cesar

PO # B0374508

Please detach and return with remittance

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Cuff, Judy	<b>WeekendDate: 4/24/2022</b> Data Entry Department Name: Registration	15.00	\$22.50	0.00	\$33.75	\$337.50

**Please Pay \$337.50**



**Banner Personnel**  
Temporary Employee Time Sheet

bannerpersonnel



SOCIAL SECURITY NUMBER									
X	X	X	X	X	5	3	0	9	
EMPLOYEE: LAST NAME <i>Curt</i>					FIRST <i>Judy</i>				
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.									
EMPLOYEE SIGNATURE <b>X</b> <i>Judy Curt</i>									
COMPANY NAME <i>College of DePue</i>									
ADDRESS <i>425 Favell Blvd</i>									
CITY/STATE/ZIP <i>Glen Ellyn IL 60137</i>									

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  
*4/23/22*

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON					
TUE					
WED					
THU	<i>4/21</i>	<i>9:00</i>	<i>5:00</i>		<i>7.5</i>
FRI	<i>4/22</i>	<i>9:00</i>	<i>5:00</i>		<i>7.5</i>
SAT					

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

TOTAL: *15*

**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](http://WWW.BANNERPERSONNEL.COM/TERMS.HTM)).

I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE

**X** *Gregorio Roman*

TITLE

*Coordinator  
Enrollment Support Center*

Please fax or email to: 630.505.4566 or  
[bps\\_naperville@bannerpersonnel.com](mailto:bps_naperville@bannerpersonnel.com)

Molly Blubaugh <mblubaugh@staffingplusinc.com>

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**[External] Banner Personnel revised invoice**

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**Molly Blubaugh** <mblubaugh@staffingplusinc.com>

Wed, May 4, 2022 at 05:03 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

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**1 attachment**

COD 42367 +timecard.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 42477  
Invoice Date: 5/7/2022  
PO Number: B0374508  
Check Number: E0090147  
Check Amount: \$ 9,584.00  
Check Date: 06/21/2022  
Voucher Number: V0741542  
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**

<b>Invoice Date</b>	<b>Invoice #</b>
5/7/2022	42477
<b>Customer #</b>	<b>Invoice Amt</b>
48221	\$1,541.25

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.

Supervisor:Flores, Cesar

PO Number:BO374508

**Please detach and return with remittance**

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Cuff, Judy	<b>WeekendDate: 5/8/2022</b>					
	Data Entry	37.50	\$22.50	0.00	\$33.75	\$843.75
	Department Name: Registration					
Lillie, Diane	Data Entry	31.00	\$22.50	0.00	\$33.75	\$697.50
	Department Name: Registration					

**Please Pay \$1,541.25**



## Molly Blubaugh

**From:** Judy Cuff <jcuff0514@gmail.com>  
**Sent:** Monday, May 9, 2022 5:22 PM  
**To:** BPS Naperville  
**Subject:** Judy Cuff time sheet

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Banner Personnel**  
Temporary Employee Time Sheet

**bannerpersonnel**

SOCIAL SECURITY NUMBER  
X X X X X 5 3 0 9

EMPLOYEE: LAST NAME CUFF FIRST JUDY

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.  
EMPLOYEE SIGNATURE X Judy Cuff

COMPANY NAME College of DuPage

ADDRESS 425 Fairwell Blvd

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 CONSIDERED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

WEEK ENDING SATURDAY  
5/7/22

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON	5/2	9:00	5:00	.5	7.5
TUE	5/3	9:00	6:00	.5	7.5
WED	5/4	9:00	6:00	.5	7.5
THU	5/5	9:00	6:00	.5	7.5
FRI	5/6	9:00	6:00	.5	7.5
SAT					
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.				TOTAL:	37.5

Sent from my iPhone



**Banner Personnel  
Temporary Employee Time Sheet**

bannerpersonnel

Social Security Number  
X X X X X

EMPLOYEE LAST NAME

FIRST

Little Diane

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

EMPLOYEE SIGNATURE

X [Signature]

COMPANY NAME

COO - Administration

ADDRESS

CITY/STATE

Glenn Springs

DO NOT SIGN THIS TIME SHEET IF YOU ARE NOT CURRENTLY EMPLOYED BY BANNER PERSONNEL, INC. WHEN YOUR HOURS ARE BEING VERIFIED. THERE IS NO EMPLOYEE OBLIGATION TO SIGN THIS TIME SHEET. THE EMPLOYEE SHALL BE RESPONSIBLE TO SIGN THIS TIME SHEET. IF YOU HAVE BEEN TERMINATED BY BANNER PERSONNEL, YOU MAY SIGN THIS TIME SHEET FOR YOUR LAST WORKING DAY. IF YOU HAVE BEEN TERMINATED BY BANNER PERSONNEL, YOU MAY SIGN THIS TIME SHEET FOR YOUR LAST WORKING DAY. IF YOU HAVE BEEN TERMINATED BY BANNER PERSONNEL, YOU MAY SIGN THIS TIME SHEET FOR YOUR LAST WORKING DAY.

WEEK ENDING DATE

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON	5-2-22	9	5	1.5	7.5
TUE	5-3-22	9	2	reluctant	5
WED	5-4-22	9	5	5	2.5
THU	5-5-22	9	5	5	7.5
FRI	5-6-22	9	12:30	reluctant	3.5
SAT					

ROUND TO NEAREST QUARTER HOUR.

MINIMUM ASSIGNMENT TIME IS 4 HOURS.

CLIENT WILL BE BILLED FOR HOURS LISTED.

TOTAL

31

**CLIENT AGREEMENT**

BANNER and INCORPORATED EXPENSES IN RECRUITING AND EMPLOYING. AS PART OF YOUR AGREEMENT WITH BANNER, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY NAMED HEREIN 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. THIS AGREEMENT SHALL BE GOVERNED BY THE TERMS AND CONDITIONS OF THE BANNER PERSONNEL EMPLOYMENT AGREEMENT.

CLIENT SIGNATURE

X [Signature]

Coordinator

TITLE

Please fax or email to: 630.505.4566 or

bpa\_naperville@bannerpersonnel.com

Molly Blubaugh <mblubaugh@staffingplusinc.com>

---

**[External] Banner Personnel Service, Inc. Invoice**

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**Molly Blubaugh** <mblubaugh@staffingplusinc.com>

Thu, May 12, 2022 at 06:01 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.

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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**NOTICE:**

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**1 attachment**

42477 +timecard.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 42638  
Invoice Date: 6/4/2022  
PO Number: B0374508  
Check Number: E0090147  
Check Amount: \$ 9,584.00  
Check Date: 06/21/2022  
Voucher Number: V0741546  
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 #
6/4/2022	42638
Customer #	Invoice Amt
48221	\$1,203.75

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**

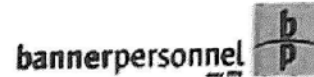
PO Number:BO374508

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Chan, Sean	<b>WeekendDate: 6/4/2022</b>					
	Data Entry	30.00	\$23.25	0.00	\$34.88	\$697.50
	Department Name: Registration					
Cuff, Judy	Data Entry	22.50	\$22.50	0.00	\$33.75	\$506.25
	Department Name: Registration					

**Please Pay \$1,203.75**



**Banner Personnel**  
Temporary Employee Time Sheet



SOCIAL SECURITY NUMBER									
X	X	X	X	X	9	0	8	3	

EMPLOYEE: LAST NAME	Chen	FIRST	Sean
---------------------	------	-------	------

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.	
EMPLOYEE SIGNATURE	X Sean Chen

COMPANY NAME	College of DuPage
ADDRESS	525 Fawcett BLVD
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
6-4

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON					
TUE	5-31	9 AM	5 PM	.5	7.5
WED	6-1	9 AM	5 PM	.5	7.5
THU	6-2	9 AM	5 PM	.5	7.5
FRI	6-3	9 AM	5 PM	.5	7.5
SAT					

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](http://WWW.BANNERPERSONNEL.COM/TERMS.HTM)).  
I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.


CLIENT SIGNATURE	TITLE
X [Signature]	Coordinator

Please fax or email to: 630.505.4566 or  
bps\_naperville@bannerpersonnel.com

## Molly Blubaugh

**From:** Judy Cuff <jcuff0514@gmail.com>  
**Sent:** Monday, June 6, 2022 9:28 AM  
**To:** BPS Naperville  
**Subject:** Judy Cuff time sheet week 6/4

**Banner Personnel**  
Temporary Employee Time Sheet

**bannerpersonnel** 

SOCIAL SECURITY NUMBER  
X X X X X 5 2 0 9

EMPLOYEE: LAST NAME FIRST  
CUFF WDAY

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

EMPLOYEE SIGNATURE X *Judy Cuff*

COMPANY NAME *College of DuPage*

ADDRESS *425 Ridgewood Ave*

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  
*6/4/22*

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON	<i>5/31</i>	<i>9:00</i>	<i>5:00</i>	<i>.5</i>	<i>7.5</i>
TUE	<i>6/1</i>	<i>9:00</i>	<i>5:00</i>	<i>.5</i>	<i>7.5</i>
WED	<i>6/2</i>	<i>9:00</i>	<i>5:00</i>	<i>.5</i>	<i>7.5</i>
THU					
FRI					
SAT					
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.				TOTAL:	<i>22.50</i>
<b>CLIENT AGREEMENT</b> 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 <a href="http://WWW.BANNERPERSONNEL.COM/TERMS.HTM">WWW.BANNERPERSONNEL.COM/TERMS.HTM</a> ). I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.					
CLIENT SIGNATURE		TITLE			
X <i>Patricia L. Lissman</i>		<i>Coordinator Enrollment Support Center</i>			

Please fax or email to: 630.505.4566 or  
bps\_naperville@bannerpersonnel.com

Sent from my iPhone

Molly Blubaugh <mblubaugh@theplusgroup.com>

---

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

---

Molly Blubaugh <mblubaugh@theplusgroup.com>

Thu, Jun 9, 2022 at 06:00 PM GMT

CC: Terri Olson <TOlson@theplusgroup.com>

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.

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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#####

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**1 attachment**

COD 42638 + timecard.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 42418  
Invoice Date: 4/30/2022  
PO Number: B0000554  
Check Number: E0090147  
Check Amount: \$ 9,584.00  
Check Date: 06/21/2022  
Voucher Number: V0741547  
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 #
4/30/2022	42418
Customer #	Invoice Amt
48221	\$1,088.10

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**

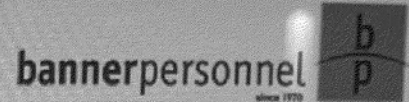
PO Number: B0000554

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Smith, Emma	<b>WeekendDate: 4/30/2022</b> Customer Service Representative Department Name: Marketing and Creative Services	39.00	\$27.90	0.00	\$41.85	\$1,088.10

**Please Pay \$1,088.10**



**Banner Personnel**  
Temporary Employee Time Sheet



SOCIAL SECURITY NUMBER									
X	X	X	X	X	2	5	9	5	
EMPLOYEE: LAST NAME <b>SMITH</b>					FIRST <b>EMMA</b>				
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.									
EMPLOYEE SIGNATURE <b>X</b>									
COMPANY NAME <b>COLLEGE OF DuPAGE</b>									
ADDRESS <b>INSTITUTIONAL RESOURCE CENTER, S LAMBERT ROAD</b>									
CITY/STATE/ZIP <b>GLEN ELLYN, IL 60137</b>									

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 <b>4/30</b>					
	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN	<b>4/24</b>	X	X	X	X
MON	<b>4/25</b>	<b>10</b>	<b>5:30</b>	<b>.5</b>	<b>7</b>
TUE	<b>4/26</b>	<b>9</b>	<b>5:30</b>	<b>.5</b>	<b>8</b>
WED	<b>4/27</b>	<b>9</b>	<b>5:30</b>	<b>.5</b>	<b>8</b>
THU	<b>4/28</b>	<b>9</b>	<b>5:30</b>	<b>.5</b>	<b>8</b>
FRI	<b>4/29</b>	<b>9</b>	<b>5:30</b>	<b>.5</b>	<b>8</b>
SAT	<b>4/30</b>	X	X	X	X
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.					<b>TOTAL: 39</b>
<p align="center"><b>CLIENT AGREEMENT</b></p> <p>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 <a href="http://WWW.BANNERPERSONNEL.COM/TERMS.HTM">WWW.BANNERPERSONNEL.COM/TERMS.HTM</a>).</p> <p>I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.</p>					
CLIENT SIGNATURE <b>X</b>			Digitally signed by <b>Jorgensen, Laurette</b> Date: 2022.05.02 10:01:32 -05'00'		

**Please fax or email to: 630.505.4566 or  
bps\_naperville@bannerpersonnel.com**

Molly Blubaugh <mblubaugh@theplusgroup.com>

---

**[External] Banner Personnel invoice 42418**

---

**Molly Blubaugh** <mblubaugh@theplusgroup.com>

Tue, Jun 14, 2022 at 02:27 PM GMT

CC:

BCC:

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**Molly Blubaugh**

Staff Accountant

**THE PLUS GROUP, INC.**

**BANNER PERSONNEL SERVICE, INC.**

(630) 515-0500 office

(630) 725-4910 direct

---

**1 attachment**

42418 + timecard.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 42508  
Invoice Date: 5/14/2022  
PO Number: B0374508  
Check Number: E0090147  
Check Amount: \$ 9,584.00  
Check Date: 06/21/2022  
Voucher Number: V0741548  
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**

<b>Invoice Date</b>	<b>Invoice #</b>
5/14/2022	42508
<b>Customer #</b>	<b>Invoice Amt</b>
48221	\$506.25

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.

Supervisor:Flores, Cesar

PO Number:BO374508

**Please detach and return with remittance**

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Cuff, Judy	<b>WeekendDate: 5/14/2022</b> Data Entry Department Name: Registration	22.50	\$22.50	0.00	\$33.75	\$506.25


**Please Pay \$506.25**



## Molly Blubaugh

**From:** Judy Cuff <jcuff0514@gmail.com>  
**Sent:** Friday, May 13, 2022 10:26 AM  
**To:** BPS Naperville  
**Subject:** Judy Cuff time sheet 5/14/22

**Banner Personnel**  
Temporary Employee Time Sheet

**bannerpersonnel** 

SOCIAL SECURITY NUMBER  
X X X X X 5 3 0 9

EMPLOYEE: LAST NAME *Cuff* FIRST *Judy*

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

EMPLOYEE SIGNATURE ☒ *Judy Cuff*

COMPANY NAME *College of DuPage*

ADDRESS *425 Fairwell Blvd*

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

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON	5/9	9:00	5:00	.5	7.5
TUE	5/10				
WED	5/11				
THU	5/12	9:00	5:00	.5	7.5
FRI	5/13	9:00	5:00	.5	7.5
SAT					
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](http://WWW.BANNERPERSONNEL.COM/TERMS.HTM)).  
I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE *X [Signature]* TITLE *Coordinator, Enrollment Support Center*

Please fax or email to: 630.505.4566 or  
bps\_naperville@bannerpersonnel.com

Sent from my iPhone

Molly Blubaugh <mblubaugh@staffingplusinc.com>

---

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

---

**Molly Blubaugh** <mblubaugh@staffingplusinc.com>

Thu, May 19, 2022 at 07:38 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.

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

#####

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**1 attachment**

COD 42508 + timecard.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 42571  
Invoice Date: 5/21/2022  
PO Number: B0374508  
Check Number: E0090147  
Check Amount: \$ 9,584.00  
Check Date: 06/21/2022  
Voucher Number: V0741549  
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 #
5/21/2022	42571
Customer #	Invoice Amt
48221	\$843.75

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.

Supervisor:Flores, Cesar

PO Number:BO374508

**Please detach and return with remittance**

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Cuff, Judy	<b>WeekendDate: 5/22/2022</b> Data Entry Department Name: Registration	37.50	\$22.50	0.00	\$33.75	\$843.75

**Please Pay \$843.75**



**Banner Personnel**  
Temporary Employee Time Sheet

bannerpersonnel



SOCIAL SECURITY NUMBER									
X	X	X	X	X	5	3	0	9	
EMPLOYEE: LAST NAME					FIRST				
Cuff					Judy				
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.									
EMPLOYEE SIGNATURE <b>X</b> Judy Cuff									
COMPANY NAME College of DuPage									
ADDRESS 425 Fawell Blvd									
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

5/21/22

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON	5/16	9:00	5:00	.5	7.5
TUE	5/17	9:00	5:00	.5	7.5
WED	5/18	9:00	5:00	.5	7.5
THU	5/19	9:00	5:00	.5	7.5
FRI	5/20	9:00	5:00	.5	7.5
SAT					
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.					TOTAL: 37.5

**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](http://WWW.BANNERPERSONNEL.COM/TERMS.HTM)).

I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE

**X** *Patricia Dumas*

*Coordinator* TITLE

*Enrollment Support Center*

Please fax or email to: 630.505.4566 or  
bns\_naperville@bannerpersonnel.com

Molly Blubaugh <mblubaugh@theplusgroup.com>

---

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

---

Molly Blubaugh <mblubaugh@theplusgroup.com>

Fri, May 27, 2022 at 01:22 AM 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.

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

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**1 attachment**

COD 42571 + timecard.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 42419  
Invoice Date: 4/30/2022  
PO Number: B0374508  
Check Number: E0090147  
Check Amount: \$ 9,584.00  
Check Date: 06/21/2022  
Voucher Number: V0741550  
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 #
4/30/2022	42419
Customer #	Invoice Amt
48221	\$843.75

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.

Supervisor:Flores, Cesar

PO Number:BO374508

**Please detach and return with remittance**

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Cuff, Judy	<b>WeekendDate: 4/30/2022</b> Data Entry Department Name: Registration	37.50	\$22.50	0.00	\$33.75	\$843.75

**Please Pay \$843.75**





**Banner Personnel**  
Temporary Employee Time Sheet

bannerpersonnel



SOCIAL SECURITY NUMBER									
X	X	X	X	X	5	3	0	9	
EMPLOYEE: LAST NAME <i>Cutt</i>					FIRST <i>Judy</i>				
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.									
EMPLOYEE SIGNATURE <b>X</b> <i>Judy Cutt</i>									
COMPANY NAME <i>College of DuPage</i>									
ADDRESS <i>425 Fairwell Blvd</i>									
CITY/STATE/ZIP <i>Glen Ellyn, IL 60137</i>									

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

*4/30/22*

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON	4/25	9:00	5:00	.5	7.5
TUE	4/26	9:00	4:00	.5	6.5
WED	4/27	9:00	5:30	.5	8
THU	4/28	9:00	5:30	.5	8
FRI	4/29	9:00	5:00	.5	7.5
SAT					
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.				TOTAL:	37.5

**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](http://WWW.BANNERPERSONNEL.COM/TERMS.HTM)).

I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE

**X** *Patricia Linnard*

TITLE

*Coordinator  
Employment Support Center*

Please fax or email to: 630.505.4566 or  
bps\_naperville@bannerpersonnel.com

Molly Blubaugh <mblubaugh@theplusgroup.com>

---

**[External] Banner Personnel invoice 42419**

---

**Molly Blubaugh** <mblubaugh@theplusgroup.com>

Tue, Jun 14, 2022 at 02:28 PM GMT

CC:

BCC:

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**Molly Blubaugh**

Staff Accountant

**THE PLUS GROUP, INC.**

**BANNER PERSONNEL SERVICE, INC.**

(630) 515-0500 office

(630) 725-4910 direct

---

**1 attachment**

42419 + timecard.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 42716  
Invoice Date: 6/11/2022  
PO Number: B0000554  
Check Number: E0090147  
Check Amount: \$ 9,584.00  
Check Date: 06/21/2022  
Voucher Number: V0742230  
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 #
6/11/2022	42716
Customer #	Invoice Amt
48221	\$1,004.40

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	<b>WeekendDate: 6/11/2022</b> Customer Service Representative Department Name: Marketing and Creative Services	36.00	\$27.90	0.00	\$41.85	\$1,004.40

**Please Pay \$1,004.40**



**Banner Personnel**  
Temporary Employee Time Sheet

bannerpersonnel



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

EMPLOYEE: LAST NAME <b>SMITH</b>	FIRST <b>EMMA</b>
-------------------------------------	----------------------

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

**6/11**

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN	<b>6/5</b>	X	X	X	X
MON	<b>6/6</b>	<b>10:30</b>	<b>7</b>	<b>.5</b>	<b>8</b>
TUE	<b>6/7</b>	<b>9</b>	<b>6:30</b>	<b>.5</b>	<b>9</b>
WED	<b>6/8</b>	<b>9</b>	<b>6:30</b>	<b>.5</b>	<b>9</b>
THU	<b>6/9</b>	<b>9</b>	<b>7</b>	<b>.5</b>	<b>10</b>
FRI	<b>6/10</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
SAT	<b>6/11</b>	X	X	X	X
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.				<b>TOTAL:</b>	<b>36</b>

**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](http://WWW.BANNERPERSONNEL.COM/TERMS.HTM)).

I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE

TITLE

**X**

Digital Marketing Specialist

Please fax or email to: 630.505.4566 or  
[bps\\_naperville@bannerpersonnel.com](mailto:bps_naperville@bannerpersonnel.com)

Molly Blubaugh <mblubaugh@theplusgroup.com>

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**[External] Banner Personnel Service, Inc. Invoice - 2 of 3**

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Molly Blubaugh <mblubaugh@theplusgroup.com>

Mon, Jun 20, 2022 at 02:07 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.

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>

#####

**NOTICE:**

The contents of this e-mail and any attachments to it may contain privileged and confidential information from Banner Personnel Service, Inc. or its affiliates. This information is only for the viewing or use of the intended recipient. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of, or the taking of any action in reliance upon, the information contained in this e-mail, or any of the attachments to this e-mail, is strictly prohibited. If you have received this e-mail in error, please immediately notify the sender by replying to this message and delete it from your system.

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**1 attachment**

COD 42716 + timecards.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 42715  
Invoice Date: 6/11/2022  
PO Number: B0000701  
Check Number: E0090147  
Check Amount: \$ 9,584.00  
Check Date: 06/21/2022  
Voucher Number: V0742250  
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 #
6/11/2022	42715
Customer #	Invoice Amt
48221	\$899.00

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:B0000701

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Parker, Barbara	<b>WeekendDate: 6/11/2022</b> Administrative Assistant Department Name: Human Resources	29.00	\$31.00	0.00	\$46.50	\$899.00

**Please Pay \$899.00**



**Banner Personnel**  
Temporary Employee Time Sheet



SOCIAL SECURITY NUMBER									
X	X	X	X	X	5	8	9	0	
EMPLOYEE: LAST NAME PARKER					FIRST BARBARA ANN				
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.									
EMPLOYEE SIGNATURE <b>BARBARA ANN PARKER</b>									
COMPANY NAME COLLEGE OF DUPAGE									
ADDRESS 425 FAWELL BLVD.									
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 06/11/22						
	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED	
SUN						
MON	06/06/22	09:00:00 AM	04:00:00 PM	0.5	6.5	
TUE	06/07/22	08:00:00 AM	04:00:00 PM	0.5	7.5	
WED	06/08/22	08:00:00 AM	04:00:00 PM	0.5	7.5	
THU	06/09/22	08:00:00 AM	04:00:00 PM	0.5	7.5	
FRI	06/10/22				0	
SAT						
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.					TOTAL:	29
<p align="center"><b>CLIENT AGREEMENT</b></p> <p>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 <a href="http://WWW.BANNERPERSONNEL.COM/TERMS.HTM">WWW.BANNERPERSONNEL.COM/TERMS.HTM</a>).</p> <p>I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.</p>						
CLIENT SIGNATURE <b>X MICHELLE OLSON RZEMINSKI</b>					TITLE	

Please fax or email to: 630.505.4566 or  
[bps\\_naperville@bannerpersonnel.com](mailto:bps_naperville@bannerpersonnel.com)

Molly Blubaugh <mblubaugh@theplusgroup.com>

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**[External] Banner Personnel invoice 42715**

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**Molly Blubaugh** <mblubaugh@theplusgroup.com>

Fri, Jun 17, 2022 at 10:04 PM GMT

CC:

BCC:

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**Molly Blubaugh**

Staff Accountant

**THE PLUS GROUP, INC.**

**BANNER PERSONNEL SERVICE, INC.**

(630) 515-0500 office

(630) 725-4910 direct

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**1 attachment**

COD 42715 + timecad.pdf