

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1585496
Vendor Name: Banner Personnel Service Inc
Invoice Number: 44924
Invoice Date: 6/10/2023
PO Number: B0001373
Check Number: E0095806
Check Amount: \$ 1,364.00
Check Date: 06/20/2023
Voucher Number: V0789258
Document Type: AP Invoice

Document Below

INVOICE

Invoice ID: 0500-1474-7568

Vendor	Banner Personnel Service Inc
Created By	Joyce Sekerka [0353607 sekerkaj]
Create Date	06/15/2023

Invoice Information

Vendor	Banner Personnel Service Inc [1585496]
Address	[79e1f440-98ef-484a-9c96-912e5a0f95e2] 7425 Janes Ave Ste 201 Woodridge,IL 60517
Invoice Date	06/15/2023
Invoice Amount	0.00 USD
EthINVAPType	IM
EthINVHDBank	IM
FiscalYear	FY23

Invoice Notes

J Sekerka 06/15/2023 02:36 PM
Email address of sender: mblubaugh@bannerpersonnel.com.
Email received timestamp: 06/15/2023 19:35 GMT

Expense Summary

Amount (USD)

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 #
6/10/2023	44924
Customer #	Invoice Amt
48221	\$1,364.00

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

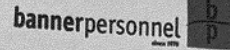
PO Number: B0001373

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
	Weekend Date: 6/11/2023					
BROCK, DONNA	Administrative Assistant Department Name: Adult Education	40.00	\$24.80	0.00	\$37.20	\$992.00
Heller, Dianne	Administrative Assistant Department Name: Adult Education	15.00	\$24.80	0.00	\$37.20	\$372.00

Please Pay \$1,364.00



Banner Personnel
Temporary Employee Time Sheet



SOCIAL SECURITY NUMBER									
X	X	X	X	X	6	8	9	8	
EMPLOYEE: LAST NAME					FIRST				
Brock					Donna				
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.									
EMPLOYEE SIGNATURE <input checked="" type="checkbox"/> Donna Brock									
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
6-10-23

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON	6-5	9:00	6:00	1.0	8
TUE	6-6	8:00	4:30	.5	8
WED	6-7	8:00	4:30	.5	8
THU	6-8	8:00	4:30	.5	8
FRI	6-9	8:00	4:30	.5	8
SAT					

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

TOTAL: 40

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.HTML).
I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE ☒ *Justin To* TITLE

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

From: McLaughlin, Ashley <mclaughl@cod.edu>
Sent: Monday, June 12, 2023 10:04 AM
To: Char Stukel <cstukel@bannerpersonnel.com>; Kaatz, Pamela <kaatzp@cod.edu>
Subject: RE: [External] FW: Dianne Heller timesheet

approved

Ashley McLaughlin

Systems Coordinator
College of DuPage Continuing Education
Adult Basic Education/High School Equivalency/ English Language Acquisition

(630) 942-2209 | mclaughl@cod.edu | www.cod.edu/academics/conted/basic/
Visit us on campus in Glen Ellyn – SRC 1110 | Follow us on Twitter | Like us on Facebook

From: Char Stukel <cstukel@bannerpersonnel.com>
Sent: Monday, June 12, 2023 10:04 AM
To: Kaatz, Pamela <kaatzp@cod.edu>
Cc: McLaughlin, Ashley <mclaughl@cod.edu>
Subject: [External] FW: Dianne Heller timesheet

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.

Can you please approve the hours that Dianne Heller worked last week?

Thank you
Char

Char Stukel, CSP
Recruiter
BANNER PERSONNEL SERVICE
Email: cstukel@bannerpersonnel.com
Phone: 530-505-8881
Cell: 630-940-3917
www.bannerpersonnel.com



From: dianne heller <dheller0@icloud.com>
 Sent: Monday, June 12, 2023 9:54 AM
 To: BPS Naperville <bps_naperville@bannerpersonnel.com>
 Subject: Dianne Heller timesheet

Pls send paycheck. Char to approve. Thank you.

Temporary Employee Time Sheet bannerpersonnel

SEVERAL SECURITY NUMBER 11/21/8

EMPLOYEE LAST NAME Heller FIRST Dianne

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

EMPLOYEE SIGNATURE Dianne Heller

COMPANY NAME COTB

ADDRESS 425 Fmville

CITY/STATE/ZIP Calum IL 60411

ANY TEMPORARY EMPLOYEE IS REQUIRED BY CONTRACT BANNER PERSONNEL, INC. TO SIGN THIS ASSIGNMENT WITH A CUSTOMER SIGN. IF THE EMPLOYEE FAILS TO SIGN THE FORM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY ASSIGNMENT BY SIGNING IS A GUARANTEE OF FULL TIME EMPLOYMENT.

WEEK ENDING SATURDAY

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					
MON	6/5	9:00	5:15	.30	7.5
TUE	N/A				
WED	N/A				
THU	6/8	9:00	5:00	.30	7.5
FRI					
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).

I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE _____ TITLE _____

X ↑ Please fax or email to: 630.503.4566 or bps_naperville@bannerpersonnel.com

Char to get approval

Sent from my iPhone

Molly Blubaugh <mblubaugh@bannerpersonnel.com>

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

Molly Blubaugh <mblubaugh@bannerpersonnel.com>

Thu, Jun 15, 2023 at 07:35 PM UTC

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:

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 44924 + timecard.pdf

"Zerrudo, Marivic" <zerrudom@cod.edu>

Banner

"Zerrudo, Marivic" <zerrudom@cod.edu>

Sun, Jun 18, 2023 at 08:45 PM UTC

CC:

BCC:

1 attachment

44924.pdf