

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 44845  
Invoice Date: 5/27/2023  
PO Number: B0001078  
Check Number: E0095911  
Check Amount: \$ 3,096.90  
Check Date: 06/28/2023  
Voucher Number: V0791229  
Document Type: AP Invoice

Document Below

# INVOICE

Invoice ID: 0500-1464-1961

<b>Vendor</b>	Banner Personnel Service Inc
<b>Created By</b>	Joyce Sekerka [   0353607   sekerkaj]
<b>Create Date</b>	06/01/2023

## Invoice Information

<b>Vendor</b>	Banner Personnel Service Inc [1585496]
<b>Address</b>	[79e1f440-98ef-484a-9c96-912e5a0f95e2] 7425 Janes Ave Ste 201 Woodridge,IL 60517
<b>Invoice Date</b>	06/01/2023
<b>Invoice Amount</b>	0.00 USD
<b>EthINVHDBank</b>	IM
<b>FiscalYear</b>	FY23
<b>EthINVAPType</b>	IM

## Invoice Notes

**J Sekerka** 06/01/2023 12:05 PM  
Email address of sender: mblubaugh@bannerpersonnel.com.  
Email received timestamp: 06/01/2023 17:04 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**

<b>Invoice Date</b>	<b>Invoice #</b>
5/27/2023	44845
<b>Customer #</b>	<b>Invoice Amt</b>
48221	\$1,116.00

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: B0001078

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Smith, Emma	<b>Weekend Date: 5/28/2023</b> Admin Special Project Department Name: Marketing and Creative Services	40.00	\$27.90	0.00	\$41.85	\$1,116.00

**Please Pay \$1,116.00**



**Banner Personnel**  
 Temporary Employee Time Sheet

 bannerpersonnel  
since 1976


+

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

EMPLOYEE: LAST NAME <b>SMITH</b>	FIRST <b>EMMA</b>
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I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.

EMPLOYEE

SIGNATURE **X EMMA SMITH**

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  
**5/27**

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN	<b>5/21</b>	X	X	X	X
MON	<b>5/22</b>	<b>8</b>	<b>4:30</b>	<b>.5</b>	<b>8</b>
TUE	<b>5/23</b>	<b>8</b>	<b>4:30</b>	<b>.5</b>	<b>8</b>
WED	<b>5/24</b>	<b>8</b>	<b>4:30</b>	<b>.5</b>	<b>8</b>
THU	<b>5/25</b>	<b>8</b>	<b>4:30</b>	<b>.5</b>	<b>8</b>
FRI	<b>5/26</b>	<b>8</b>	<b>4:30</b>	<b>.5</b>	<b>8</b>
SAT	<b>5/27</b>	X	X	X	X

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

I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE

TITLE

Molly Blubaugh <mblubaugh@bannerpersonnel.com>

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

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Molly Blubaugh <mblubaugh@bannerpersonnel.com>

Thu, Jun 1, 2023 at 05:03 PM UTC

CC:

BCC:

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

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**1 attachment**

COD 44845 + timecard.pdf

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

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**BANNER**

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

Thu, Jun 8, 2023 at 05:04 PM UTC

CC:

BCC:

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**1 attachment**

BANNER 44845.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 44889  
Invoice Date: 6/3/2023  
PO Number: B0001078  
Check Number: E0095911  
Check Amount: \$ 3,096.90  
Check Date: 06/28/2023  
Voucher Number: V0791230  
Document Type: AP Invoice

Document Below

# INVOICE

Invoice ID: 0500-1469-1913

<b>Vendor</b>	Banner Personnel Service Inc
<b>Created By</b>	Joyce Sekerka [   0353607   sekerkaj]
<b>Create Date</b>	06/07/2023

## Invoice Information

<b>Vendor</b>	Banner Personnel Service Inc [1585496]
<b>Address</b>	[79e1f440-98ef-484a-9c96-912e5a0f95e2] 7425 Janes Ave Ste 201 Woodridge,IL 60517
<b>Invoice Date</b>	06/08/2023
<b>Invoice Amount</b>	892.80 USD
<b>EthINVHDBank</b>	IM
<b>EthINVAPType</b>	IM
<b>FiscalYear</b>	FY23

## Invoice Notes

**J Sekerka** 06/07/2023 07:49 PM  
Email address of sender: mblubaugh@bannerpersonnel.com.  
Email received timestamp: 06/08/2023 00:49 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**

<b>Invoice Date</b>	<b>Invoice #</b>
6/3/2023	44889
<b>Customer #</b>	<b>Invoice Amt</b>
48221	\$892.80

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: B0001078

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Smith, Emma	<b>Weekend Date: 6/4/2023</b> Admin Special Project Department Name: Marketing and Creative Services	32.00	\$27.90	0.00	\$41.85	\$892.80

**Please Pay \$892.80**



**Banner Personnel**  
 Temporary Employee Time Sheet

 bannerpersonnel  
since 1979


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

EMPLOYEE: LAST NAME <b>SMITH</b>	FIRST <b>EMMA</b>
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I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.

 EMPLOYEE  
 SIGNATURE **X EMMA SMITH**

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>

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 WEEK ENDING SATURDAY  
**6/03**

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN	<b>5/28</b>	X	X	X	X
MON	<b>5/29</b>	X	X	X	X
TUE	<b>5/30</b>	<b>9</b>	<b>5:30</b>	<b>.5</b>	<b>8</b>
WED	<b>5/31</b>	<b>9</b>	<b>5:30</b>	<b>.5</b>	<b>8</b>
THU	<b>6/01</b>	<b>9</b>	<b>5:30</b>	<b>.5</b>	<b>8</b>
FRI	<b>6/02</b>	<b>8</b>	<b>4:30</b>	<b>.5</b>	<b>8</b>
SAT	<b>6/03</b>	X	X	X	X

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

**TOTAL: 32**
**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

Molly Blubaugh <mblubaugh@bannerpersonnel.com>

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

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Molly Blubaugh <mblubaugh@bannerpersonnel.com>

Thu, Jun 8, 2023 at 12:47 AM UTC

CC:

BCC:

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**1 attachment**

COD 44889 + timecard.pdf

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

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**Banner**

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

Thu, Jun 15, 2023 at 09:02 PM UTC

CC:

BCC:

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**1 attachment**

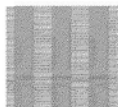
44889.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 44925  
Invoice Date: 6/10/2023  
PO Number: B0001078  
Check Number: E0095911  
Check Amount: \$ 3,096.90  
Check Date: 06/28/2023  
Voucher Number: V0791231  
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>
6/10/2023	44925
<b>Customer #</b>	<b>Invoice Amt</b>
48221	\$1,088.10

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**Please detach and return with remittance**

**PO Number: B0001078**

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Smith, Emma	<b>WeekendDate: 6/11/2023</b> Admin Special Project Department Name: Marketing and Creative Services	39.00	\$27.90	0.00	\$41.85	\$1,088.10

**Please Pay \$1,088.10**



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

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

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

CC:

BCC:

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**1 attachment**

Invoice-44925.pdf