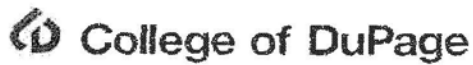


Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087327
Vendor Name: The Morton Arboretum
Invoice Number: OCT-DEC 24
Invoice Date: 1/17/2025
PO Number: P0015406
Check Number: 0333985
Check Amount: \$ 2,688.25
Check Date: 01/28/2025
Voucher Number: V0865980
Document Type: AP Invoice

Document Below

**Career Services Center**

Illinois Board of Higher Education, Cooperative Work Study

Grant Period: 7/1/2024-8/31/2025

Employer Payment Request*For Employer only:*

Employer: The Morton Arboretum

Contact Name: Fredric Miller

Contact Email: fmento84@gmail.com

Nature of Work Performed: Oak Decline Project

Student Name: Jennifer Norbut

X Student Signature: *Jennifer Norbut* 12/12/24Employer Signature: *Fredric Miller* 12/7/24

example:	Check #	Pay Period	Total Hours	Rate	Total	FICA 7.6%	Total
		10/13/24-10/26/24	56.00	\$ 20.00	\$ 1,120.00	\$ 85.12	\$ 1,205.12
		10/27/24-11/9/24	56.00	\$ 20.00	\$ 1,120.00	\$ 85.12	\$ 1,205.12
		11/10/24-11/23/24	46.00	\$ 20.00	\$ 920.00	\$ 69.92	\$ 989.92
		11/24/24-12/7/24	49.25	\$ 20.00	\$ 985.00	\$ 74.86	\$ 1,059.86
					\$ 0.00	\$ 0.00	\$ 0.00

Grand Total: \$ 4,460.02

x 50% \$ 2,230.01

Projected Payment to Employer: ~~\$ 2,230.01~~

Please provide **paystubs** and **timesheets** to reflect the reimbursement above. Forms should be sent to internships@cod.edu on a monthly basis with the subject line of: IBHE CWS Grant.

Reimbursement is on a first come, first served basis and are dependent on the availability of limited grant funds. Timely submission of this form is important to ensuring fund availability and reimbursement. Student payroll is not eligible for reimbursement once funds have run out. For questions or concerns, please contact Rebecca Harrington in Career Services at 630-942-2458 or internships@cod.edu.

For Career Services dept only:

Student ID#: 0410027

Quarter: ☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4

Student Program: Horticulture

Career Services Program Manager Signature: *Rebecca A. Harrington**For Grant Accountant only:*

Accounts Payable, please pay vendor: \$2,688.25

Grant Accountant Signature:

"Harrington, Rebecca" <riversr@cod.edu>

P0015406

"Harrington, Rebecca" <riversr@cod.edu>

Fri, Jan 17, 2025 at 05:47 PM UTC

CC:

BCC:

P0015406

Rebecca Harrington
Program Manager
College of DuPage Career Services, SSC 3373
riversr@cod.edu

Visit us at cod.edu/careerservices
Listen to [The Career Ready Podcast](#)

1 attachment

Morton Oct.Dec P0015406.pdf