

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1087327

**Vendor Name:** The Morton Arboretum

**Check Details:**

**Check Number:** 0336678

**Check Amount:** \$ 1,126.03

**Check Date:** 3/11/2025

**Invoice Details:**

**Invoice Number:** DEC 2024

**Invoice Date:** 3/6/2025

**PO Number:** P0016193

**Voucher Number:** V0875868

**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

Student Signature: Employer Signature: 

example:	Check #	Pay Period	Total Hours	Rate	Total	FICA 7.6%	Total
		12/8/24=12/21/24	56.00	\$ 20.00	\$ 1,120.00	\$ 85.12	\$ 1,205.12
		12/22/24-12/31/24	<del>28.00</del>	\$ 20.00	\$ 560.00	\$ 42.56	<del>\$ 602.56</del>
					\$ 0.00	\$ 0.00	\$ 0.00
					\$ 0.00	\$ 0.00	\$ 0.00
					\$ 0.00	\$ 0.00	\$ 0.00

Grand Total:

x 50%

Projected Payment to Employer: **\$ 1,126.03**

Please provide **paystubs and timesheets** to reflect the reimbursement above. Forms should be sent to [Internships@cod.edu](mailto: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](mailto:internships@cod.edu).

For Career Services dept only:

Student ID#: 0410027

Quarter: ☐ Q1 ☐ Q2 ☒ Q3 ☐ Q4

Student Program: Horticulture

Career Services Program Manager Signature: For Grant Accountant only:Accounts Payable, please pay vendor: **\$1,126.03**

Grant Accountant Signature:

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

---

**P0016193**

---

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

Thu, Mar 6, 2025 at 02:42 PM UTC

CC:

BCC:

P0016193

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

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

---

**1 attachment**

ER Payment Reqeust Morton Norbut Dec.Jan Approved.pdf