

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1541232

Vendor Name: Wesley R. Ketchum

Invoice Number: 021618

Invoice Date: 02/16/18

PO Number:

Check Number: 0234600

Check Amount: \$ 500.00

Check Date: 04/03/2018

Department ID: 02638

Reviewer Name:

Voucher Number: V0507350

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: metcalf@cod.edu  
Sent: Thu Mar 29 15:06:09 CDT 2018  
To: invoicing@cod.edu  
CC: mccubbinss@cod.edu, swonk@cod.edu, cruseb199@cod.edu  
Subject: Ketchum check request.pdf  
-----

Manual check needed by Thursday April 5.

Please call Marsha Metcalf x3370 when check is issued and I will pick it up.

Thank you,  
Marsha

Marsha Metcalf  
Administrative Assistant, Marketing and Communications  
**College of DuPage**  
425 Fawell Blvd., Glen Ellyn, IL 60137  
Phone (630) 942-3370 | metcalf@cod.edu | cod.edu  
*Office Location* Berg Instructional Center (BIC) 1D02

Perkins P&J  
JFC

College of DuPage - Accounts Payable  
Check Request Form  
revised 3/27/17

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 2/16/2018  
Vendor ID: 1541232

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	perkins grant	06	10	02638	5309001		\$ 500.00

**AP VERIFIED**

Grand Total

\$ 500.00

**03/29/18 - BETHANY CRUSE**

Check the appropriate box below and sign

- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Wesley Ketchum  
Payee Address: 1500 W Monroe St Apt 627  
Chicago IL 60607

Other  
Instructions:

DO NOT MAIL CHECK.  
Please call Marsha x3370 when check is ready. She will pick it up.  
THANK YOU

Description on Check:

STEMinar Series talk on Friday April 6, 7 p.m. Understanding the Universe through Neutrinos

Approvals:

Prepared By: Marsha Metcalf  
Signature: Marsha Metcalf  
Payment Due: need for Friday April 6 please  
Board Approved Date: \_\_\_\_\_

Approved By: Laurie Jorgensen, Marketing Director Date: 2-16-18  
Signature: [Signature]  
Approved By: Donna Stewart Date: \_\_\_\_\_  
Signature: [Signature]  
Approved By Division VP: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: [Signature] Date: 2/17/18

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)

## FY: 2018

Name of Grant: Perkins

Activity Number: 1.b.2

(if applicable)

STEMinar April 6, 2018

Community College District NO. 502  
Glen Ellyn, IL 60137

**pre-approval for honorarium payment**

VENDOR NUMBER 1541232		ACCOUNT NAME		DEPT. 1 06 10 02638	UNIT/SUB	OBJECT/SUB	\$AMOUNT \$500.00
VENDOR NAME Wesley Ketchum				2	5309001		
VENDOR ADDRESS 1500 W Monroe St Apt 627				DEPARTMENT NAME Marketing		DATE REQUIRED asap	
Chicago IL 60607				RESPONSIBLE PERSON (PLEASE PRINT) Sara Spaniol, x3021 / Marsha Metcalf, x3370			PHONE EXT.
				DELIVER TO (REQUIRED) Sara Spaniol		PHONE EXT. 3021	BUILDING BIC
						ROOM 1D02	
CONTACT			PHONE (630) 840-5209	APPROVED-Authorized Signature-Budget Director Laurie Jorgensen			DATE 2-16-18
			TERMS	APPROVED-Vice President-When required (see #4 Below)			
ITEM NO.	QTY.	UNIT	MANUF. #	DESCRIPTION, SIZE, COLOR, CATALOG NO.	UNIT COST	TOTAL COST & DISCOUNT	
1	1			Wes Ketchum (honorarium)		500.00	
				STEMinar talk on April 6, 2018			
2				7 p.m. – understanding the universe			
				through neutrinos			
3				this event was cancelled on Feb 9 due			
				to weather and now rescheduled			
4				for April 6. Thank you.			
5				Check request attached			
				Eugene Refakes process attached			
6				explanation attached			
7					TOTAL	\$500.00	

1. Fill out completely, if Perkins, leave Acct No blank.
2. Fill in vendor information. If new vendor, obtain a vendor number through the new vendor process.
3. Requisitions must be approved by appropriate Dean, Assoc. Dean or Director before being processed.
4. Requisitions for out of State travel (air, bus or car) must be approved by your respective Vice-President before being processed on the Pre-Travel form.

5. Requisitions amounting to but not exceeding \$4999 will be processed at the discretion of the Purchasing Dept. Requisitions from \$5000-\$14,999 will have a minimum of 3 verbal quotes solicited by Purchasing. Requisitions from \$15,000-\$24,999 will have 3 written quotes solicited by Purchasing.
6. Any item or items to a single vendor exceeding \$25,000 must be formally bid.

# STEMinar Series

## Spring 2018 STEMinar Series

The STEMinar Series consists of a variety of talks related to Science, Technology, Engineering, and/or Mathematics. These talks are FREE and open to the public and take place throughout the Fall and Spring semesters. All talks take place in the Health and Science Center (HSC), Room 1234 at 7 p.m. unless otherwise noted. For more information about each talk, see below.

**RESCHEDULED:** Friday, April 6, 2018

**Dr. Wesley Ketchum**, Associate Scientist, Fermi National Accelerator Laboratory

"Understanding the Universe through Neutrinos"

Neutrinos are among the most abundant particles in the universe, and are constantly around us in our daily lives. In fact, many trillions of them stream through each of us every second! But, because they interact with other particles so rarely, they are very difficult to study and they continue to be mysterious and puzzling to particle physicists. Join Dr. Wesley Ketchum for a description and brief history of the neutrino. He will explain why they are so interesting and talk about current and future efforts to unravel the mysteries surrounding with the hope to better understand our universe.

Saturday, February 10, 2018

**Joseph DalSanto**, Assistant Professor of Astronomy, College of DuPage

"Extrasolar Planets"

**\*special time: 7:30 p.m.\***

For millennia humans have wondered if there are other planets in the universe. Today, astronomers have answered that question with a resounding yes. In recent years astronomers have discovered several thousand extrasolar planets and have learned much about them – their sizes, masses, orbits and other properties. This presentation will explain how astronomers have found and begun exploring these worlds – and the profound implications of these discoveries.

This talk is free but requires registration. Please register online or call Continuing Education at (630) 942 2008.

Friday, February 23, 2018

**Eric Earley**, Ph.D. Student in Neural Engineering, Northwestern University

"Neural Engineering: Designing Bionic Limbs Controlled by the Brain"

From Steve Austin in *The Six Million Dollar Man* to Luke Skywalker in *Star Wars*, we have seen countless examples of robotic prostheses that rival or exceed our own biological limbs; but, how close are we to making these devices a reality? Join Eric Earley, Ph.D. candidate and graduate student researcher in the Center for Bionic Medicine at the Shirley Ryan AbilityLab, as he shares his lab's research on advanced prosthetic limbs.

*(this talk is co-sponsored by the Disability Employment Initiative IT Career Pathway)*

Sunday, March 4, 2018

**Brian Greene**, Theoretical Physicist, Mathematician, and String Theorist

"Chasing Reality: Einstein's Dream and Beyond"

**\*special place and time: 1:00 p.m. in the Belushi Performance Hall\***

This event is a ticketed event. Please visit our Brian Greene event page for more information, including how to purchase your tickets.

*(this talk is provided by the Physics Department)*

## **Metcalf, Marsha**

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**From:** Refakes, Eugene  
**Sent:** Tuesday, January 02, 2018 11:21 PM  
**To:** Spaniol, Sara  
**Cc:** Jorgensen, Laurette; Metcalf, Marsha  
**Subject:** RE: honorarium follow up  
**Attachments:** Individual Vendor Form.pdf; CHECK REQUEST FORM.xlsx

Sara,

Prepare the following:

- Check request form (see attached) with approvals. Attach to the form a letter of justification explaining the dates and purpose of the activity for which the honorarium is being made. This should be forwarded to Accounts Payable.
- Individual Vendor Intake form (see attached). This is necessary to set the recipient up as a vendor for accounts payable processing. This should be forwarded to Purchasing. (Note that the recipient must complete a W-9 form.)
- Make sure you use the correct object, 5309002, for Honorarium Services when completing the expense portion of the Check Request. You may have to contact the Budget Office if there is not currently budget funds in this account for your department.

Also, keep in mind that to be a honorarium, the activity must pass the following determination.

### **Determination of Honorarium Payment:**

- Is the individual a business, corporation or partnership? *N*
- 2. Was the payment amount negotiated between the University and the Individual? *N*
- 3. Is there a contractual agreement? *N*
- 4. Are the individual's services provided more than one time? *N*
- 5. Is the individual an employee or student employee? *N*
- 6. Did the individual set the price? *N*
- If you have answered "yes" to any of the above questions the payment **does not qualify** as an honorarium.

We can have a check ready in advance.

Thanks,

**Eugene Refakes**

*Manager, Financial Operations and Systems*

*Administrative Affairs*

*College of DuPage*

Phone | (630)942-3263 | E-Mail | [refakese@cod.edu](mailto:refakese@cod.edu)

**From:** Spaniol, Sara  
**Sent:** Wednesday, December 20, 2017 10:02 AM  
**To:** Refakes, Eugene <[refakese@cod.edu](mailto:refakese@cod.edu)>  
**Cc:** Jorgensen, Laurette <[jorgensenl@cod.edu](mailto:jorgensenl@cod.edu)>; Metcalf, Marsha <[metcalf@cod.edu](mailto:metcalf@cod.edu)>  
**Subject:** RE: honorarium follow up

1541232

04/03/2018

0234600

021618

V0507350

SEMINAR SERIES TALK

0610026385309001

500.00

500.00

*Wesley R. Ketchum*  
4-5-18

0234600

PAY ONLY FIVE HUNDRED AND 00/100 DOLLARS

04/03/2018

\$\*\*\*\*\*500.00

Wesley R. Ketchum  
1500 W Monroe St Apt 627  
Chicago IL 60607