

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1544657

Vendor Name: Mark SubbaRao

Invoice Number: 030818

Invoice Date: 03/08/18

PO Number:

Check Number: 0234656

Check Amount: \$ 500.00

Check Date: 04/04/2018

Department ID: 02638

Reviewer Name:

Voucher Number: V0507824

Redaction Type: None

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

Document Below

AP VERIFIED

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

04/04/18 - ROBERT MAREK

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: 3/8/2018
Vendor ID: 1544657

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	perkins grant	0610		02638			\$ 500.00
					5309002		
Grand Total							\$ 500.00

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: Mark SubbaRao

Other
Instructions:

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

Payee Address: 2038 Highland Ave
Wilmette IL 60091

Description on Check:

honorarium for 4/12/18 STEM talk

Approvals:

Prepared By: Marsha Metcalf, x3370

Approved By: Laurie Jorgensen, Marketing Director

Date: 3/8/18

Signature: *Marsha Metcalf*

Signature: *Laurie Jorgensen*

Payment Due: need for Thursday, April 12 please

Approved By: Lisa Stock, AVPAA

Date: 3/9/18

Board Approved Date:

Signature: *Lisa Stock*

Approved By Division VP

Date:

Signature:

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

Manual Check
Brian W. Caputo

Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

REQUISITION FORMFY: 2018Name of Grant: PerkinsActivity Number: 1.b.2
(if applicable)

STEMinar April 12, 2018

COLLEGE OF DuPAGE

Community College District NO. 502

Glen Ellyn, IL 60137

pre-approval for honorarium payment

VENDOR NUMBER 1544657		ACCOUNT NAME		DEPT. 1 06	UNIT/SUB 10	OBJECT/SUB	\$AMOUNT \$500.00
VENDOR NAME Mark SubbaRao				2 02688		5309002	
VENDOR ADDRESS 2038 Highland Ave Wilmette IL 60091				DEPARTMENT NAME Marketing		DATE REQUIRED asap	
				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 (312) 294-0348	APPROVED-Authorized Signature-Budget Director Laurie Jorgensen			DATE 3/8/18
			TERMS	APPROVED-Vice President-When required (see #4 Below) Dana Hock			3/9/18
ITEM NO.	QTY.	UNIT	MANUF. #	DESCRIPTION, SIZE, COLOR, CATALOG NO.		UNIT COST	TOTAL COST & DISCOUNT
1	1			Mark SubbaRao (honorarium)			500.00
				STEMinar talk on April 12, 2018			
2							
3							
4				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.

Metcalfe, Marsha

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

From: Spaniol, Sara

Sent: Wednesday, December 20, 2017 10:02 AM

To: Refakes, Eugene <refakese@cod.edu>

Cc: Jorgensen, Laurette <jorgensenl@cod.edu>; Metcalf, Marsha <metcalf@cod.edu>

Subject: RE: honorarium follow up

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

(this talk is provided by the Physics Department)

Friday, March 9, 2018

Dr. Andrew N. Jansen, Engineering Research Group Leader, Argonne National Laboratory

"Development of High-Energy Density Lithium-ion Batteries"

Learn the latest research and development in lithium-ion batteries for electrified vehicles that is taking place at Argonne National Laboratory, which is located nearby in southern DuPage County. In this presentation you will learn some of the basic features of how a Li-ion battery operates and what promises it holds for the future. You will also see a short video of a Li-ion battery being made at Argonne.

Thursday, April 12, 2018

Dr. Mark SubbaRao, Adler Planetarium

"Advancing Education and Research through Immersive Data Visualization"

****special time: 4 p.m.****

The modern digital planetarium isn't just a planetarium anymore; it is a flexible immersive visualization facility. These facilities are powerful tools in many STEM disciplines for education, data exploration, and discovery. This presentation, for students and faculty alike, will focus on how data visualization in immersive environments can be used to convey complex topics in contemporary science and how networking technology can be used to link experts to audiences across the globe.

Friday, April 20, 2018

Dr. Ted Daeschler, Curator and Professor, Academy of Natural Sciences of Drexel University

"Great Steps in the History of Life: The Origin of Limbed Vertebrates"

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

This presentation describes two decades of paleontological exploration and research on Devonian-age vertebrate fossils from Pennsylvania, the Canadian Arctic and Antarctica. Ted Daeschler and his colleagues have discovered a wide diversity of fossil material from the Catskill Formation in north-central Pennsylvania including the earliest known limbed vertebrates in North America. The team has also explored for Devonian vertebrates in a series of expeditions high above the Arctic Circle in Canada's Nunavut Territory. Among the discoveries there is *Tiktaalik roseae*, an animal that lived 375 million years ago and is a textbook intermediate between finned and limbed vertebrates. Most recently, Daeschler and colleagues returned from working on Devonian fossils in the Transantarctic Range of Southern Victoria Land, Antarctica. This presentation will incorporate the methods of fossil discovery and the science behind this research program exploring biotic diversity in the Age of Fishes and the origin of limbed vertebrates.

(this talk is presented in partnership with ESCONI, The Field Museum, Northern Illinois University, and the Paleontological Society)

Monday, May 7, 2018

Terry Miesle, Native Bee Expert

"Native Bees: Their Abundance and Importance"

Humphrey, Vera

From: Metcalf, Marsha
Sent: Thursday, March 29, 2018 3:32 PM
To: Humphrey, Vera
Cc: Jorgensen, Laurette; Spaniol, Sara
Subject: exception payment request
Attachments: SubbaRao check request.pdf

Hi Vera,
I'm requesting an exception payment approval for the attached.
Mark SubbaRao will be giving a STEMinar talk on Thursday, April 5
Please let me know if approved.

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

From: Metcalf, Marsha
Sent: Thursday, March 29, 2018 2:59 PM
To: Invoicing <invoicing@cod.edu>
Cc: Spaniol, Sara <mccubbinss@cod.edu>; Swon, Katrina <swonk@cod.edu>; Marek, Robert <marekr@cod.edu>
Subject: SubbaRao 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

From: marekr@cod.edu
Sent: Wed Apr 04 11:01:16 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Scanned from a Xerox Multifunction Device

Bobby Marek Accounts Payable Team Leader Cash Disbursements/Payroll Department College of DuPage
425 Fawell Blvd l SRC 2132 l Glen Ellyn, IL 60137-6599 phone 630-942-2229 l marekr@cod.edu
-----Original Message----- From: marekr@cod.edu Sent: Wednesday, April 4, 2018 10:45 AM To: Marek, Robert Subject: Scanned from a Xerox Multifunction Device Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device. Attachment File Type: pdf, Multi-Page Multifunction Printer Location: SRC-3 Device Name: Printer-266

[attachment: Scanned from a Xerox Multifunction Printer.pdf]