

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1542981

Vendor Name: Edward B. Daeschler

Invoice Number: 020118

Invoice Date: 02/01/18

PO Number:

Check Number: 0234830

Check Amount: \$ 500.00

Check Date: 04/11/2018

Department ID: 02599

Reviewer Name:

Voucher Number: V0507335

Redaction Type: None

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

Document Below

From: metcalf@cod.edu
Sent: Thu Mar 29 14:47:30 CDT 2018
To: invoicing@cod.edu
CC: mccubbinss@cod.edu, swonk@cod.edu, zerrudom@cod.edu
Subject: Daeschler check request to invoicing 3-29-18.pdf

Please DO NO MAIL CHECK.

Call Marsha Metcalf x3370 when check has been 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

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: 2/1/2018
Vendor ID: 1542981

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	S-STEM grant	06	-30	-02	599-	550 1001 Tiana Bayman	\$ 500.00
Grand Total							\$ 500.00

Check the appropriate box below **AP VERIFIED**
☐ 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.
03/30/18 - BETHANY CRUSE
☒ 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: Edward Daeschler
Payee Address: 105 West Willow Grove Ave
Philadelphia, PA 19118

Other Instructions: please DO NOT MAIL check - call Marsha x3370 when check is ready and she will pick up. Thank you.

Description on Check:
STEMinar series speaker / April 20, 2018

Approvals:

Prepared By: Marsha Metcalf
Signature: Marsha Metcalf
Payment Due: 3/16/18 will hold until talk on 4/20
Board Approved Date: 4-13-18

Approved By: Laurie Jorgensen, Marketing Director Date: 2-2-18
Signature: Laurie Jorgensen
Approved By: Richard Harman, S-STEM grant Date: 02/08/2018
Signature: (K)
Approved By Division VP: (K)
Signature:

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

Metcalfe, Marsha

From: Refakes, Eugene
Sent: Tuesday, January 02, 2018 11:21 PM
To: Spaniol, Sara
Cc: Jorgensen, Laurette; Metcalfe, 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>; Metcalfe, Marsha <metcalf@cod.edu>

Subject: RE: honorarium follow up

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.

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)

Past STEMinar Series

Visit our College of DuPage YouTube channel to see videos of past talks, or click on each presenter below.

November 3, 2017

Dr. Pauline Gagnon, Science Communicator
 "Improbable Feats and Useless Discoveries"

October 6, 2017

Angel Price, Attractions Engineering Services Manager, Disney's Animal Kingdom
 "Engineering My Dream: Redlines Included"

September 15, 2017

Neal Sales-Griffin, CEO of CodeNow
 "Starting the First Coding Bootcamp"

March 17, 2017

Dr. Christina Dunbar-Hester, University of Southern California
 "Low Power to the People! Media Activism, DIY, and the Challenge of Democratic Technology"

February 23, 2017

Dr. Amanda Petford-Long, Argonne Distinguished Fellow
 "Understanding Nanomaterials: How Microscopy Can Help"

November 12, 2016

Prof. Joseph Orgel, PhD, Illinois Institute of Technology
 "The Non-Conventional Approach to Science and Engineering"

October 15, 2016

1542981

04/11/2018

0234830

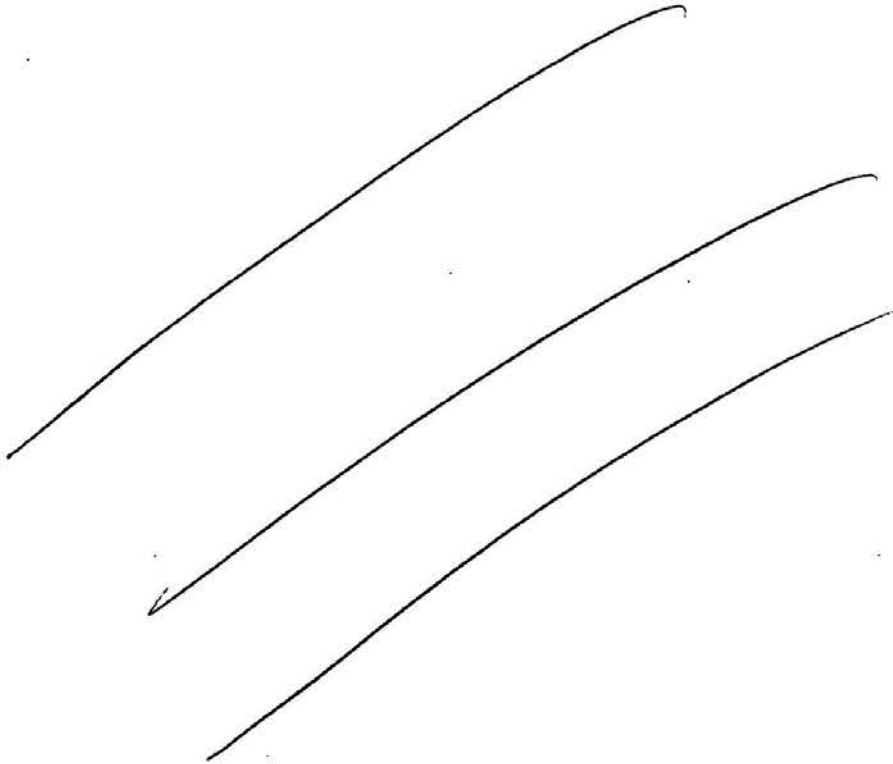
020118

V0507335

SEMINAR SERIES SPEAKER

0630025995501001

500.00



Marsha McKay

500.00

0234830

PAY ONLY FIVE HUNDRED AND 00/100 DOLLARS

04/11/2018

\$*****500.00

Edward B. Daeschler
105 West Willow Grove Ave
Philadelphia PA 19118