

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1083587

Vendor Name: Cantigny Foundation

Invoice Number: PO358652

Invoice Date: 06/19/18

PO Number: P0358652

Check Number: 0237176

Check Amount: \$ 1,201.56

Check Date: 07/11/2018

Department ID: 04702

Reviewer Name:

Voucher Number: V0517853

Redaction Type: None

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

Document Below

From: lasorsak@cod.edu
Sent: Tue Jun 26 14:40:16 CDT 2018
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: IBHE FY18

Hello,

Please see attached for the IBHE FY18 Internship grant.

Thanks!

Krystina LaSorsa
Assistant Manager-Career Services
College of DuPage
630-942-2230
She/Her/Hers

PO: 358652

College of DuPage and the
Illinois Board of Higher Education
Cooperative Work Study Project
January 1-August 31, 2018

Reimbursement Form

1. Please complete the information below. Use a separate sheet for each student.
2. Provide a paystub.
3. Printed copy of students hours
4. Attach a copy of your W-9 so we can process your reimbursement payment. (Only needed for first reporting cycle)

Company Name: Cantigny Foundation
Contact Name and Title at Company: Beau Nagan Forestry Crew Supervisor
Contact Name Signature: Beau Nagan
Contact Phone Number: Work(630)260-8137 Cell (708)715-7934
Contact email: bnagan@cantigny.org

Name of Student Intern: Christopher Pitnaude
Signature of Student Intern: Christopher Pitnaude
Description of work performed: Prunes, removes, plants and maintains trees. Also operates chainsaw, chainsaw, stump grinder, wood splitter, tractor, bucket truck, and skid steer. Works aloft in both bucket and climbing

Service activities offered to student: ☐ He will be participating in the following activities: _____

(Please note this refers to any volunteer opportunities available to the student through your company)

Did Student obtain permanent employment in Illinois? ☒ Yes ☐ No

If yes, please provide date of employment and name of employer. He will continue being employed by us after internship seasonally April through December

Period of Performance	Hours worked:	Hourly Rate:	\$15.50	Total Wages/Monthly
<u>2/1/2018-2/28/2018</u>	_____	_____	_____	\$0.00
<u>3/1/2018-3/31/2018</u>	_____	_____	_____	_____
<u>4/1/2018-4/30/2018</u>	<u>131</u>	_____	<u>\$15.50</u>	<u>\$2,030.50</u>
<u>5/1/2018-5/31/2018</u>	<u>152</u>	_____	<u>\$15.50</u>	<u>\$2,356.00</u>
<u>6/1/2018-6/30/2018</u>	_____	_____	_____	_____
<u>7/1/2018-7/31/2018</u>	_____	_____	_____	_____
<u>8/1/2018-8/31/2018</u>	_____	_____	_____	_____
TOTAL	131	_____	\$15.50	\$4,386.50

Reimbursement will be made upon receipt of this form. Direct any questions about reimbursement to Krystina LaSorsa
630-942-2230, lasorsak@cod.edu

Please Email this form and attachments to:

College of DuPage
Career Services - IBHE
lasorsak@cod.edu
425 Fawell Blvd
Glen Ellyn, IL 60137

Thank you again for participating in this valuable experience for the students.

AP VERIFIED

06/28/18 - MARIA ZERRUDO

$\div 2 = 1,178.00$
benefits
24% 23.56

\$1,201.56

06-10-04 902-5309001

Judy Zeh

6-19-18

After Zeh

425 Fawell Blvd.
Glen Ellyn, Illinois 60137-6599
www.cod.edu

630-942-3555
FAX: 630-790-4924

To: College of DuPage Purchasing Department

From: Earl E. Dowling, Vice President, Student Affairs

Date: March 23, 2018

Re: IBHE FY18 Work Study Grant Reimbursement Process

I write this letter to outline the reimbursement process that will occur for the IBHE FY18 Work Study grant that the College received for the 2018 academic year. This grant is administered by the Career Services Center staff and Krystina LaSorsa, Assistant Manager of career services serves as the grant project manager.

The IBHE grant supports local employers who hire interns from the College of DuPage by reimbursing them for half the wages they pay a student for the experience. For this process to happen smoothly, the following will take place:

1. All invoices from participating employers will be submitted after the internship is complete, thus we will issue a reimbursement for half the wages they have already paid. This will appear as an "after the fact" purchase in our accounting.
2. Invoices will be submitted to purchasing any time from the date of this letter through August 31, 2018. Due note the reimbursements may be for internships taking place anytime during the grant cycle (January 1, 2018- August 31, 2018).
3. The invoices shall be paid through the IBHE FY18 grant account – 06-10-04702

Thank you for your assistance with this process.