

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087024

Vendor Name: NEMRT

Invoice Number: EM-JEND062818

Invoice Date:

PO Number:

Check Number: 0237238

Check Amount: \$ 150.00

Check Date: 07/11/2018

Department ID:

Reviewer Name:

Voucher Number: V0518318

Redaction Type: Other

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

Document Below

VW 1087024 RECEIVED

A/P - Please call when check is ready



JUN 20 2018

Professional/Educational Development Tuition Reimbursement

Human Resources

HUMAN RESOURCES

Check One: Classified ☐ Managerial ☐ FOP ☒ Union 399 ☐

Please refer to the "Concur Professional Development Procedure" in the Forms Library to complete your request/expense.

Board policy has established a maximum amount of reimbursement per fiscal year. Each fiscal year begins July 1 and ends June 30 and is dependent upon course completion date.

Eligible after six months' probation.

This form must be completed and signed by the appropriate supervisor and department authorized budget signatory before enrolling in the class, workshop or other activity.

V 528318

Please attach copy of completed registration form (circle amount requesting).

College/University/Seminar Sponsor

North East Multi-Regional Training

Date class begins/Date class ends

05/04/2018 / 05/05/2018

Is course job related? ☒ Yes ☐ No

Describe how course is job related:

Reflects job related duties

Name of Course/s

Physical Surveillance for Law Enforcement

Is this a wellness course? ☐ Yes ☒ No
(Maximum amount for FY \$240.00)

Is course part of a degree program? ☐ Yes ☒ No

Are You Requesting:

(check all that apply)

Enter Amount:

Needed to Complete Process:

☐ Reimbursement for conference/seminar/class \$ _____

Proof of completion and proof of payment

☐ Required Class Materials \$ _____

Proof of payment

☒ †Pre-payment for COD credit & non-credit class/conference/seminar/class (>\$50) \$ 150.00

Proof of completion

☐ Travel up to \$600 (classified and managerial only) \$ _____

Proof of completion and proof of payment

☐ COD Health Club \$ _____

☐ #Non-COD Health Club/Non-COD Fitness/Wellness classes* including Weight Watchers \$ _____

Proof of payment

*No Pre-Payments #These are taxable to the employee

†When requesting a pre-payment, attach a registration form or invoice to this form. If using Concur, please contact Accounts Payable for payment. If I receive an advance, I understand I must produce evidence of satisfactory completion of the course or seminar within 60 days. Failure to do this will result in the cost of the course or seminar being deducted from my paycheck. _____ (Initial here)

REQUIRED <input type="checkbox"/> Approved	
SUPERVISOR'S SIGNATURE 	DATE 06/10/2018
DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE 	DATE 6/12/18
COMPENSATION SPECIALIST	

HUMAN RESOURCES OFFICE USE ONLY	
Amount of Payment: \$	150.00
Account #01-90-00835-52090-17	FY 18
Date request sent to Accounts Payable:	6/28/18
Date request approved:	
Date expense approved:	

SEND COMPLETED FORM WITH PROOF OF COMPLETION AND PROOF OF PAYMENT (if applicable) TO HUMAN RESOURCES

HR-18-265832/18

Certificate of Achievement

PROUDLY PRESENTED TO



of the College Of DuPage Police Department

In recognition of the successful completion of the 16.00 hour course in

Physical Surveillance for Law Enforcement

at Cook County Morgue

from 5/4/18 to 5/5/18

The course complies with the guidelines of the following mandates(s):

Lead Homicide

A handwritten signature in cursive script, reading "Thomas M. Reasoner".

Director



A handwritten signature in cursive script, likely belonging to the President of the department.

President



N E M R T

North East Multi-Regional Training, Inc.

355 Smoke Tree Plaza, North Aurora, Illinois 60542
Office: (630) 896-8860 Fax: (630) 896-4422
Website Address: www.nemrt.com




Teresa Cascarano
College Of DuPage Police Department
425 Fawell Blvd, HEC 1040
Glen Ellyn, IL 60137-6599

Date: 5/10/2018

Invoice #: 236409

Customer #: 487

Description	Amount
Physical Surveillance for Law Enforcement Cook County Morgue 05/04/2018 - 05/05/2018 	<div>\$150.00</div> <div>\$150.00</div>
TOTAL	\$300.00

Please tear off and return this portion with your payment



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Website Address: www.nemrt.com



Teresa Cascarano
College Of DuPage Police Department
425 Fawell Blvd, HEC 1040
Glen Ellyn, IL 60137-6599

Make Check payable to:

North East Multi-Regional Training, Inc.
355 Smoke Tree Plaza
North Aurora, IL 60542

Date: 05/10/2018

Invoice #: 236409

Customer #: 487

1087024

8318

07/11/2018

0237238

EM-JEND062

V0518318

TRAINING

0190008355209017

150.00

D. J. [Signature]

150.00

0237238

PAY ONLY ONE HUNDRED FIFTY AND 00/100 DOLLARS

07/11/2018

\$*****150.00

NEMRT
355 Smoke Tree Plaza
North Aurora IL 60542