

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087327

Vendor Name: The Morton Arboretum

Invoice Number: P0359203

Invoice Date: 07/11/18

PO Number: P0359203

Check Number: 0238052

Check Amount: \$ 882.81

Check Date: 08/15/2018

Department ID: 04702

Reviewer Name:

Voucher Number: V0521896

Redaction Type: FERPA

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

Document Below

PO: 359203

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: The Morton Arboretum  
Contact Name and Title at Company: Kim Shearer, Tree and Shrub Breeder  
Contact Name Signature: \_\_\_\_\_  
Contact Phone Number: 630.719.4885  
Contact email: kshearer@mortonarb.org

Name of Student Intern: \_\_\_\_\_  
Signature of Student Intern: \_\_\_\_\_

Description of work performed: nursery plant maintenance, plant propagation, lab set up, literature research, professional development via nursery visits and seminar attendance

Service activities offered to student:

(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. \_\_\_\_\_

<u>Period of Performance</u>	<u>Hours worked:</u>	<u>Hourly Rate:</u>	<u>Total Wages/Monthly</u>
<u>2/1/2018-2/28/2018</u>	_____	_____	<u>\$0.00</u>
<u>3/1/2018-3/31/2018</u>	_____	_____	_____
<u>4/1/2018-4/30/2018</u>	_____	_____	_____
<u>5/1/2018-5/31/2018</u>	_____	_____	_____
<u>6/1/2018-6/30/2018</u>	<u>144.25</u>	_____	<u>1731</u>
<u>7/1/2018-7/31/2018</u>	_____	_____	_____
<u>8/1/2018-8/31/2018</u>	_____	_____	_____

TOTAL 0 \$0.00 \$1,731.00

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](mailto:lasorsak@cod.edu)  
425 Fawell Blvd  
Glen Ellyn, IL 60137

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

**AP VERIFIED**  
**07/30/18 - ROBERT MAREK**

$1731 \div 2 = 865.50$   
2<sup>06</sup> Benefits 17.31  
\$882.81  
Audly Zeh  
06-10-04902-530900/  
7-11-18  
[Signature]

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.

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From: lasorsak@cod.edu  
Sent: Wed Jul 18 16:03:50 CDT 2018  
To: invoicing@cod.edu  
CC: zehjudy@cod.edu  
Subject: IBHE  
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Hello,

Please see attached!

Thank you,

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