

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1554168  
Vendor Name: Normandy Construction Co., Inc  
Invoice Number: P0359199  
Invoice Date: 07/09/18  
PO Number: P0359199  
Check Number: 0238074  
Check Amount: \$ 780.30  
Check Date: 08/15/2018  
Department ID: 04702  
Reviewer Name:  
Voucher Number: V0522257  
Redaction Type: FERPA  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: lasorsak@cod.edu  
Sent: Tue Jul 31 11:48:59 CDT 2018  
To: invoicing@cod.edu  
CC: zehjudy@cod.edu  
Subject: Normandy Construction  
-----

Hi,

I apologize, I am not sure how this was missed.

Thanks!

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

PO: 359199

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: Normandy Construction Co. Inc  
Contact Name and Title at Company: Ken Carbonetti CFO  
Contact Name Signature: Ken Carbonetti  
Contact Phone Number: 630 455 3150  
Contact email: kcarbonetti@normandyremodeling.com

Name of Student Intern:

Signature of Student Intern:

Description of work performed:

Student no longer here assignment finished  
Assisted with kitchen + bath design renderings

Service activities offered to student:

None available at the time

(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.

Unknown

Period of Performance

Hours worked:

Hourly Rate:

Total Wages/Monthly

7/1/2018-7/23/2018

3/1/2018-3/31/2018

4/1/2018-4/30/2018

5/1/2018-5/31/2018

6/1/2018-6/30/2018

7/1/2018-7/31/2018

8/1/2018-8/31/2018

1  
20  
75  
58  
153

1  
10  
10  
10

\$0.00  
2.00  
7.50  
5.80

TOTAL

0

\$0.00

1530 @ 2 = 765.00  
\$0.00

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  
425 Powell Blvd  
Glen Ellyn, IL 60137

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

**AP VERIFIED**

**08/14/18 - BETHANY CRUSE**

benefits  
@ 2%  
15.30

06-10-04902-5309001

July 2nd  
6-27-18

After Gusto  
7/9/18

780.30

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.