

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0287583

Vendor Name: Ms Kathryn A. Semlow

Invoice Number: 061918

Invoice Date: 06/19/18

PO Number:

Check Number: 0238144

Check Amount: \$ 120.00

Check Date: 08/15/2018

Department ID: 00237

Reviewer Name:

Voucher Number: V0519526

Redaction Type: FERPA

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

Document Below

Honorarium

College of DuPage - Accounts Payable
Check Request Form
revised 12/18/17

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: 6/19/2018
Vendor ID:

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descip.	Amount
		01	10	00237	5308001	Instructional Service Contr	\$ 120.00

Grand Total \$ 120.00

AP VERIFIED

Check the appropriate box below and sign

☒ 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.

☐ 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:

Other
Instructions:

Payee Address:

Description on Check:

Presentation/lecturer for the Physical Therapist Assistant program for 6/19/18 at \$120.00

Approvals:

Prepared By:


Jessica Lang

Approved By:

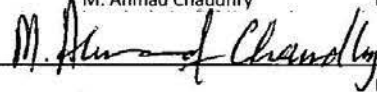
M. Ahmad Chaudhry

Date:

Signature:



Signature:



8/21/18

Payment Due:

\$120.00

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Date:

Signature:

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

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07.52.0

0.034

Lang, Jessica

From: Chaudhry, Muhammad
Sent: Wednesday, May 9, 2018 12:48 PM
To: Lang, Jessica
Subject: RE: Guest lectures for PHYTA 2104 Special Patient Populations

Hello Jessica,
Thank you for providing the background on this request. Please proceed to make these payments.

Ahmad

M. Ahmad Chaudhry, Ph. D.
Dean, Biology and Health Sciences
1214 Health Science Center
College of DuPage
Glen Ellyn, IL 60137
Phone: 630-942-2292



From: Lang, Jessica
Sent: Wednesday, May 9, 2018 8:30 AM
To: Chaudhry, Muhammad <chaudhrym24@cod.edu>
Subject: Re: Guest lectures for PHYTA 2104 Special Patient Populations

Good Morning Ahmad,

For the past several years they have guest lecturers come in to discuss special topics more in-depth and provide the students with a demonstration on that specific topic. I do also know that they talk with the students regarding their experiences in the field doing that specific item. These 4 lecturers always coming during the PHYTA 2104 Special Patient course in the Spring.

We have always budgeted for the lecturers and the payment has been the same for the last 1-2 years.

Please let me know if you need me to reach out to Sharon for more information.

Thank you,
Jessica

From: Chaudhry, Muhammad
Sent: Tuesday, May 8, 2018 9:30 PM
To: Lang, Jessica
Subject: RE: Guest lectures for PHYTA 2104 Special Patient Populations

Hello Jessica,
Before I review this request, I need a rationale as to why Sharon or Jill cannot teach these topics to the students.
AC

From: Lang, Jessica
Sent: Tuesday, May 8, 2018 1:01 PM
To: Chaudhry, Muhammad <chaudhrym24@cod.edu>
Subject: RE: Guest lectures for PHYTA 2104 Special Patient Populations

Hi Ahmad,

Sharon would like to have 4 guest speakers come to her class to talk to the students. 3 would be here for 3 hours and 1 for just 1 hour. Do you approve of the below payments? This was what they were paid last year as well.



Thanks,

Jessica Lang

Program Support Specialist, Biology and Health Sciences
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137
630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax
langj@cod.edu

From: Roschay, Sharon
Sent: Tuesday, May 08, 2018 12:56 PM
To: Lang, Jessica <langj@cod.edu>
Subject: Re: Guest lectures for PHYTA 2104 Special Patient Populations



the Women's Health presenter.

Thank you.

Sharon Roschay

From: Lang, Jessica
Sent: Tuesday, May 8, 2018 12:48 PM
To: Roschay, Sharon
Subject: RE: Guest lectures for PHYTA 2104 Special Patient Populations

Thanks!! Which is the 1 for \$80 so I can prep the payment forms?

Thanks,
Jess

From: Roschay, Sharon
Sent: Tuesday, May 08, 2018 12:48 PM
To: Lang, Jessica <langj@cod.edu>
Subject: Re: Guest lectures for PHYTA 2104 Special Patient Populations



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