

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1556861

Vendor Name: Michael E. Swierz

Invoice Number: 091218 HONORARIUM

Invoice Date: 08/07/18

PO Number:

Check Number: 0238343

Check Amount: \$ 500.00

Check Date: 08/27/2018

Department ID: 02637

Reviewer Name:

Voucher Number: V0524165

Redaction Type: None

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

Document Below

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: 8/7/2018
Vendor ID: 1556861

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	Perkins Grant 1.b.3	06	10	02637	5309002		\$ 500.00
AP VERIFIED 08/27/18 - ROBERT MAREK							
							\$ 500.00

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: Michael E. Swierz Other Instructions: DO NOT MAIL CHECK!
Please call Marsha x3370 when check is ready. She will pick up.
THANK YOU

Payee Address: 210 Gardner St.
Kempton, IL 60946

Description on Check:

STEMinar Series talk on Wednesday, September 12, 2018 at 5 p.m. Participatory Ecology and Foraging Walk.

Approvals:

Prepared By: Marsha Metcalf Approved By: Laurie Jorgensen, Marketing Director Date: 8-7-18
Signature: Marsha Metcalf 8/7/18 Signature: [Signature]
Payment Due: need for Wed. 9/12/18 please Approved By: LISA STOCK, AVPAA Date: 8/7/18
Board Approved Date: Signature: [Signature] Date:
Approved By Division VP: Signature:

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

MJ 8/8/2018

Metcalfe, Marsha

From: Refakes, Eugene
Sent: Tuesday, January 02, 2018 11:21 PM
To: Spaniol, Sara
Cc: Jorgensen, Laurette; Metcalf, Marsha
Subject: RE: honorarium follow up
Attachments: Individual Vendor Form.pdf; CHECK REQUEST FORM.xlsx

Sara,

Prepare the following:

- Check request form (see attached) with approvals. Attach to the form a letter of justification explaining the dates and purpose of the activity for which the honorarium is being made. This should be forwarded to Accounts Payable.
- Individual Vendor Intake form (see attached). This is necessary to set the recipient up as a vendor for accounts payable processing. This should be forwarded to Purchasing. (Note that the recipient must complete a W-9 form.)
- Make sure you use the correct object, 5309002, for Honorarium Services when completing the expense portion of the Check Request. You may have to contact the Budget Office if there is not currently budget funds in this account for your department.

Also, keep in mind that to be a honorarium, the activity must pass the following determination.

Determination of Honorarium Payment:

- Is the individual a business, corporation or partnership? *N*
- 2. Was the payment amount negotiated between the University and the Individual? *N*
- 3. Is there a contractual agreement? *N*
- 4. Are the individual's services provided more than one time? *N*
- 5. Is the individual an employee or student employee? *N*
- 6. Did the individual set the price? *N*
- If you have answered "yes" to any of the above questions the payment **does not qualify** as an honorarium.

We can have a check ready in advance.

Thanks,

Eugene Refakes

Manager, Financial Operations and Systems

Administrative Affairs

College of DuPage

Phone | (630)942-3263 | E-Mail | refakese@cod.edu

From: Spaniol, Sara
Sent: Wednesday, December 20, 2017 10:02 AM
To: Refakes, Eugene <refakese@cod.edu>
Cc: Jorgensen, Laurette <jorgensenl@cod.edu>; Metcalf, Marsha <metcalf@cod.edu>
Subject: RE: honorarium follow up

STEMinar Series

Fall 2018 STEMinar Series

The STEMinar Series consists of a variety of talks related to Science, Technology, Engineering, and/or Mathematics. These talks are FREE and open to the public and take place throughout the Fall and Spring semesters. All talks take place in the Health and Science Center (HSC), Room 1234 unless otherwise noted. For more information about each talk, see below.

Wednesday, September 12, 2018

5 p.m.

Michael Swierz, Founder and Participatory Ecologist, People Are a Part of Nature

"Participatory Ecology and Foraging Walk: Can We Be Stewards of Biodiversity and Life Off the Land at the Same Time?"

Participatory ecology relies on the understanding that, evolutionarily speaking, human beings are a part of the natural ecosystem. On an interactive walk through College of DuPage's Russell R. Kirk Prairie, come look at our surroundings with biocultural eyes and explore ways we can draw sustenance and support from nature while also sustaining and supporting greater biodiversity. Bring water, outdoor clothes, a piece of fabric to dye, and yourself!

Friday, October 19, 2018

4 p.m.

Nim Tottenham, Professor of Psychology, Columbia University

"Development of Emotion Regulation Neurobiology and the Role of Early Experiences"

Strong evidence indicates that subcortical connections with the cortex support fundamental aspects of emotional behavior in adulthood. Despite the central role that this neural circuitry places in regulating emotions in adulthood, the state of the science regarding the development of this circuitry in humans is at an early stage. In this talk, Professor Tottenham will present developmental functional magnetic resonance imaging data describing age-related changes in amygdala-mPFC circuitry throughout childhood and adolescence and how it relates to emergent emotional behaviors. The argument will be made that the development of this circuitry in humans is intimately associated with early experiences. These age-related changes will be discussed in terms of potential developmental sensitive periods for environmental influence.

Saturday, November 10, 2018

7:30 p.m.

Joseph DalSanto, Assistant Professor of Astronomy, College of DuPage

"Black Holes"

The earliest concept of black holes dates back to the 1700s and has drawn some of history's greatest minds. Albert Einstein's Theory of Relativity predicted black holes in 1915 and in 1967, John Wheeler popularized the term "black hole." But what *is* a black hole? Many of us have heard about (or seen in movies) the strange effects black holes have on space and time, but what *are* these unique objects? Where do they come from? Have we actually found any? Join Joe DalSanto on a journey to explore the nature of black holes and other questions regarding one of science's greatest mysteries.

This talk is free as part of the Sage Series but requires pre-registration. Please register online or call Continuing Education at (630) 942 2008.

REQUISITION FORMFY: 2019Name of Grant: PerkinsActivity Number: 1.b.3

(if applicable)

STEMinar Series 9/12/18

pre-approval for honorarium payment

COLLEGE OF DuPAGE

Community College District NO. 502

Glen Ellyn, IL 60137

VENDOR NUMBER 1556861		ACCOUNT NAME		DEPT. 106	UNIT/SUB 10 02639	OBJECT/SUB 5309002	\$AMOUNT \$500.00
VENDOR NAME Michael E. Swierz				DEPARTMENT NAME Marketing		DATE REQUIRED asap	
VENDOR ADDRESS 210 Gardner St. Kempton, IL 60946				RESPONSIBLE PERSON (PLEASE PRINT) Sara Spaniol, x3021 / Marsha Metcalf, x3370			PHONE EXT.
				DELIVER TO(REQUIRED) Marsha Metcalf	PHONE EXT.	BUILDING BIC	ROOM 1D02
CONTACT			PHONE 847-894-9478	APPROVED-Authorized Signature-Budget Director Laurie Jorgensen x <i>[Signature]</i>			DATE 8/7/18
			TERMS	APPROVED-Vice President-When required (see #4 Below) <i>[Signature]</i>			8/7/18
ITEM NO.	QTY.	UNIT	MANUF. #	DESCRIPTION, SIZE, COLOR, CATALOG NO.	UNIT COST	TOTAL COST & DISCOUNT	
1	1			Michael Swierz (honorarium – no travel) STEMinar talk on September 12, 2018, 5:00 p.m., Participatory Ecology and Foraging Walk		500.00	
2				*Check request attached *Eugene Refakes process attached *Explanation of talk attached			
3							
4							
5							
6							
7					TOTAL	\$500.00	

1. Fill out completely, if Perkins, leave Acct No blank.
2. Fill in vendor information. If new vendor, obtain a vendor number through the new vendor process.
3. Requisitions must be approved by appropriate Dean, Assoc. Dean or Director before being processed.
4. Requisitions for out of State travel (air, bus or car) must be approved by your respective Vice-President before being processed on the Pre-Travel form.

5. Requisitions amounting to but not exceeding \$4999 will be processed at the discretion of the Purchasing Dept. Requisitions from \$5000-\$14,999 will have a minimum of 3 verbal quotes solicited by Purchasing. Requisitions from \$15,000-\$24,999 will have 3 written quotes solicited by Purchasing.
6. Any item or items to a single vendor exceeding \$25,000 must be formally bid.

From: marekr@cod.edu
Sent: Mon Aug 27 10:16:34 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Scanned from a Xerox Multifunction Device

Bobby Marek Accounts Payable Team Leader Cash Disbursements/Payroll Department College of DuPage
425 Fawell Blvd l SRC 2132 l Glen Ellyn, IL 60137-6599 phone 630-942-2229 l marekr@cod.edu
-----Original Message----- From: marekr@cod.edu Sent: Monday, August 27, 2018 10:08 AM To: Marek, Robert Subject: Scanned from a Xerox Multifunction Device Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device. Attachment File Type: pdf, Multi-Page Multifunction Printer Location: SRC-3 Device Name: Printer-266

[attachment: Scanned from a Xerox Multifunction Printer.pdf]