

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089608
Vendor Name: Stivers Staffing Services
Invoice Number: 8005293
Invoice Date: 06/23/18
PO Number: B0358721
Check Number: E0068532
Check Amount: \$ 1,411.70
Check Date: 08/01/2018
Department ID: 00789
Reviewer Name: Barbara Groves
Voucher Number: V0520895
Redaction Type: None
Document Type: AP Invoice

Document Below

From: grovesb16@cod.edu

Sent: Thu Jul 05 10:40:11 CDT 2018

To: invoicing@cod.edu

CC:

Subject: Stivers Invoice #8005293

APPROVED

07/23/18 - KIRK OVERSTREET

Barb Groves Administrative Assistant Vice President of Academic Affairs Office College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137 630-942-2005 (ph) | 630-942-3925 (fax) -----Original Message----- From: grovesb16@cod.edu Sent: Thursday, July 5, 2018 10:33 AM To: Groves, Barbara Subject: Scanned from a Xerox Multifunction Printer Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer. Attachment File Type: pdf, Multi-Page Multifunction Printer Location: machine location not set Device Name: Printer-218

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

**INVOICE REVIEWED
OKAY TO PAY
BARBARA GROVES 07/18**

STIVERS

STAFFING SERVICES

200 WEST MONROE STREET
SUITE 1300
CHICAGO, IL 60606-5015

200 West Monroe Street
Chicago, Illinois 60606-5015
Phone: 312/558-3550

0000460

COLLEGE OF DUPAGE
425 FAWELL BLVD-RM 2134

GLEN ELLYN IL

60137

DEANNA DUVAL

TERMS: NET CASH

DATE	INVOICE NUMBER	PERIOD ENDING DATE
JUN 23 2018	0005293	JUN 23 2018

EMPLOYEE	CODE	HOURLY RATE	TOTAL
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ELENA MCNAB

AD

0104

38.00

17.950

682.10

ADJUNCT FACILITY

RECEIVED

JUL 02 2018

HUMAN RESOURCES

TOTAL 682.10

FOR YOUR STAFFING NEEDS. CALL STIVERS

APPROVED

07/23/18 - KIRK OVERSTREET

INVOICE REVIEWED

OKAY TO PAY

BARBARA GROVES 07/13/18

BO # 358721

REMEMBER WE CONVERT HOURS & MINUTES TO DECIMALS, THUS 1 HOUR, 15 MINUTES IS 1.25 HOURS
THIS INVOICE DOES NOT NECESSARILY REPRESENT THE COMPLETION OF AN ASSIGNMENT SINCE IT IS OUR PRACTICE TO BILL THE HOURS WORKED EACH WEEK.

ORIGINAL INVOICE

IMPORTANT - TYPE: ON USE BALLPOINT PEN; READ INSTRUCTIONS ON BACK OF LAST COPY. (1) SEND ORIGINAL REPORT TO STIVERS BY FRIDAY OF EACH WEEK. (2) GIVE CLIENT 2ND COPY. (3) KEEP 3RD COPY. SPECIAL NOTE: TIME REPORTS THAT ARE NOT RECEIVED AT STIVERS BY THE FOLLOWING MONDAY NOON WILL BE PAID A WEEK LATE.

CHICAGO

Elena McNab

① 6/22/18

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER 7335

DATE	TIME	IN	OUT	HR	MIN	TOTAL HOURS
8/00/12/30	1	00	6:00	9.5		
8/00/12/30	1	00	6:00	9.5		
8/00/12/30	1	00	6:00	9.5		
8/00/12/30	1	00	6:00	9.5		

STIVERS STAFFING SERVICES, INC.

College of Dupage
425 Fawell Blvd
Glen Ellyn, IL
Adjunct Faculty

EMPLOYEE SIGNATURE Elena McNab

TOTAL HOURS 38

REGULAR TIME 38.00
OVERTIME
UP TO 40 HOURS OVER 40 HOURS

CLIENT SIGNATURE [Signature]

Approval includes verification of hours worked for attendance at [Location] and conditions on file/44.

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089608
Vendor Name: Stivers Staffing Services
Invoice Number: 8005359
Invoice Date: 07/07/18
PO Number:
Check Number: E0068532
Check Amount: \$ 1,411.70
Check Date: 08/01/2018
Department ID: 00461
Reviewer Name:
Voucher Number: V0521863
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

STIVERS

STAFFING SERVICES

200 West Monroe Street
Chicago, Illinois 60606-5015
Phone: 312/558-3550

PLEASE RETURN
DUPLICATE INVOICE WITH
YOUR REMITTANCE TO

200 WEST MONROE STREET
SUITE 1300
CHICAGO, IL 60606-5015

0000460

AP VERIFIED
07/30/18 - ROBERT MAREK

COLLEGE OF DUVAL
425 FAWCETT BLVD-RM 2134

GLEN ELLYN IL

60137

DEANNA DUVAL

DATE	INVOICE NUMBER	PERIOD ENDING DATE
JUL 07 2018	8005359	JUL 07 2018

EMPLOYEE	CODE	HOURS	RATE	TOTAL
CHERYL KENNEDY	AD 0104	24.00	15.200	364.80

REGISTRATION

APPROVED TO PAY

TOTAL 364.80

Vendor # 1089608 - Stiver's Staffing
GL Acct # 01-30-00461-5309001
BPO # 354663

Cesar Flores

Manager - Registration Services

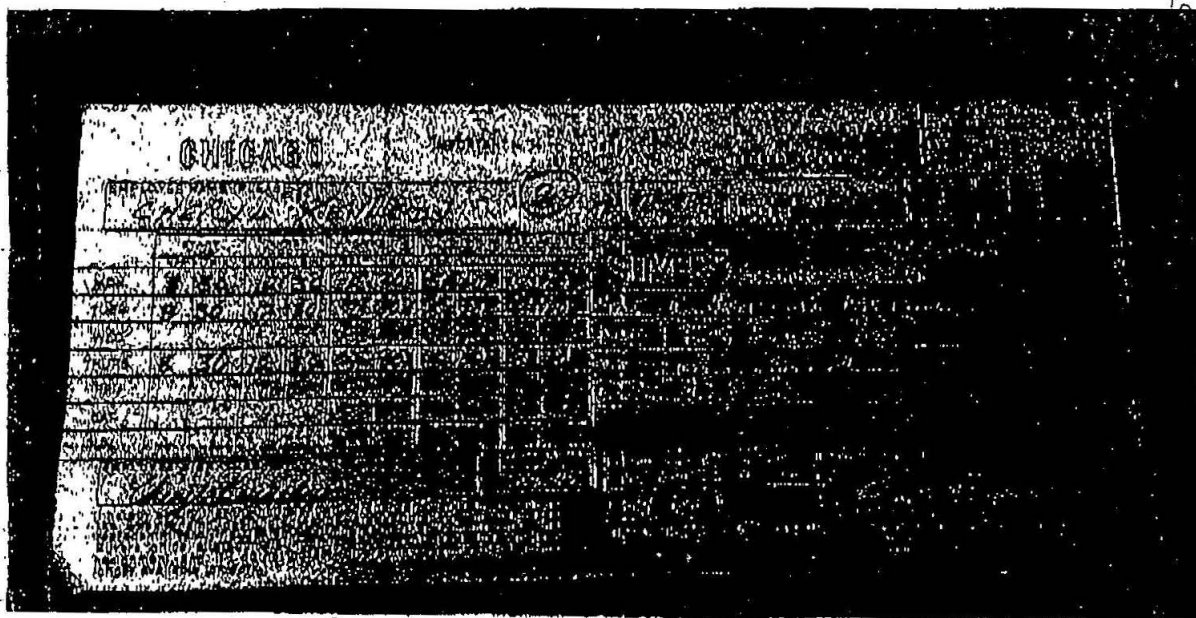
7/17/18
Date

FOR YOUR STAFFING NEEDS CALL STIVERS STAFFING SERVICES

REMEMBER WE CONVERT HOURS & MINUTES TO DECIMALS, THUS 1 HOUR, 15 MINUTES IS BILLED AS 1.25 HOURS

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ORIGINAL INVOICE



#2

CAERYL KENNEDY (2) 2/7/18

24-

M	-	8:30-12:30-1:00-5:00	-	8	1
T		8:30-12:30-1:00-5:00	-	8	1
W	-	8:30-12:30-1:00-5:00	-	8	1
Th					
F					

COLLEGE OF DU PAGE

24

RE Spida Nymen

Marek, Robert

From: Flores, Cesar
Sent: Thursday, July 26, 2018 5:51 PM
To: Marek, Robert
Subject: RE: Stiver's Staffing Invoices

Hi Bobby,

Yes, I approve to have these invoices paid out of the GL account. We will be using less temporary staff members this fiscal year, therefore I will not pursue obtaining a BO. I will have any invoices over \$500 go through my "requisitioner" (Nicole Mancha) in Mercury Commerce.

Please let me know if you have any questions.

Thanks!

Cesar Flores
Manager

Registration Services & Enrollment Support Center

College of DuPage | Student Services Center (SSC 2221)
425 Fawell Blvd. | SSC 2221A | Glen Ellyn, IL 60137-6599
Phone 630.942.3280 | flores@cod.edu

From: Marek, Robert
Sent: Thursday, July 26, 2018 3:59 PM
To: Flores, Cesar <flores@cod.edu>
Subject: Stiver's Staffing Invoices

Hi Cesar,

On the attached Stiver's invoices, BO #354663 is shown, which expired on 6/30/18. Do you know if your department has put through a requisition yet to have a new BO opened up for FY2019? In the meantime, since those two invoices are both under \$500, I can actually just pay them using the GL account number specified on each, if you give me approval to do so via email. Anything over \$500, going forward, will need a BO or PO to pay. Please let me know if you have any questions.

Thank you,

Bobby Marek
Accounts Payable Team Leader
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2229 | marekr@cod.edu

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089608
Vendor Name: Stivers Staffing Services
Invoice Number: 8005361
Invoice Date: 07/07/18
PO Number:
Check Number: E0068532
Check Amount: \$ 1,411.70
Check Date: 08/01/2018
Department ID: 00461
Reviewer Name:
Voucher Number: V0521866
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

STIVERS

STAFFING SERVICES

200 West Monroe Street
Chicago, Illinois 60606-5015
Phone: 312/558-3550

PLEASE RETURN
DUPLICATE INVOICE WITH
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200 WEST MONROE STREET
SUITE 1300
CHICAGO, IL 60606-5015

0000460

COLLEGE OF DUPAGE
425 FAWELL BLVD-RM 2134

GLEN ELLYN IL

DEANNA DUVAL

AP VERIFIED
07/30/18 - ROBERT MARIK

DATE	INVOICE NUMBER	PERIOD ENDING DATE
JUL 07 2018	8005361	JUL 07 2018

EMPLOYEE

CODE

HOURS

RATE

TOTAL

ANITA BHALLA

AD

0104

24.00

15.200

364.80

REGISTRATION

APPROVED TO PAY

TOTAL 364.80

Vendor # 1089608 - Stiver's Staffing

GL Acct # 01-30-00461-5309001

BPO # 354663

Cesar Flores

Manager - Registration Services

7/17/18

Date

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ORIGINAL INVOICE

CHICAGO

IMPORTANT -

ON BACK OF LAST COPY. (1) SEND ORIGINAL REPORT
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TIME REPORTS THAT ARE
NOT RECEIVED AT STIVERS
BY THE FOLLOWING
MONDAY NOON WILL BE
PAID A WEEK LATE.

EMPLOYEE NAME (PLEASE PRINT)

Anita Bhalla-Das

(3)

WEEK ENDING (SAT.)

7/7/18
MO. DAY YEARLAST 4 DIGITS OF YOUR
SOCIAL SECURITY
NUMBER

3915

	START TIME		LUNCH OUT		LUNCH IN		FINISH TIME		TOTAL HOURS FOR DAY	
	HR	MIN	HR	MIN	HR	MIN	HR	MIN	HR	MIN
MON.	8	30	12	30	1	00	5	00	8	00
TUES.	8	30	12	30	1	00	5	00	8	00
WED.	4	0	L	I	D	A	Y			
THURS.	8	30	12	30	1	00	5	00	8	00
FRI.										
SAT.										
SUN.										

STIVERS

TIME REPORT

STAFFING SERVICES, INC

COMPANY
NAME

College of DuPage

ADDRESS

425 Fawcett Blvd

CITY/STATE

Glen Ellyn, IL 60137

DEPARTMENT
OR DIVISION

Enrollment Support Services

EMPLOYEE SIGNATURE

Anita Bhalla-Das

TOTAL HOURS

24.0

I hereby certify that the hours shown herein were worked by me during the week ending designated, and were certified by me during the week ending designated, and were certified by an authorized representative of the Customer. I understand that I am to contact the Office office after completing this assignment to discuss another assignment, and, if I do not do so, Stivers may assume that I am no longer available for work.

REGULAR TIME

HRS. MIN.

24 0

UP TO 40 HERE

OVERTIME

HRS. MIN.

OVER 40 HERE

CLIENT SIGNATURE

Dorinda Nyman

Approval includes verification of hours
worked and acceptance of terms and
conditions on reverse.

Marek, Robert

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Sent: Thursday, July 26, 2018 5:51 PM
To: Marek, Robert
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