

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1185893
Vendor Name: Ron Clesens Ornamental Plants
Invoice Number: 1/1-8/31 IBHE REIM
Invoice Date: 08/16/18
PO Number: P0359693
Check Number: E0068899
Check Amount: \$ 3,870.54
Check Date: 08/22/2018
Department ID: 04702
Reviewer Name:
Voucher Number: V0523405
Redaction Type: FERPA
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

PO: 359693

College of DuPage and the
Illinois Board of Higher Education
Cooperative Work Study Project
January 1 - August 31, 2018

Reimbursement Form

AP VERIFIED

08/20/18 - ROBERT MAREK

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 provide you with a copy of your (Only if you are a U.S. citizen)

Due: 5th of each month

Company Name:

Robert's Ornamental Plants Inc.

1185893

Contact Name and Title at Company:

Mindy Clegg

Contact Name Signature

[Signature]

Contact Phone Number:

630.365.6244

Contact email:

Mindy@RCOP Inc. Com

Name of Student Intern:

Signature of Student Intern:

Description of work performed:

Assistant Grower

Service activities offered to student:

N/A

(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.

Hours worked: 689.933 Hourly Rate:

11.00	Total Wages/Monthly	7589.74
11.00		50.00
11.00		479.77
11.00		707.35
11.00		1871.29
11.00		990.00
11.00		1784.78
11.00		1453.10
11.00		859.28
50.00		50.00

Period of Performance

1/1/2018-1/31/2018

43.6333

2/1/2018-2/28/2018

81.85

3/1/2018-3/31/2018

170.1146

4/1/2018-4/30/2018

90.90

5/1/2018-5/31/2018

98.1117

6/1/2018-6/30/2018

127.60

7/1/2018-7/31/2018

78.1167

8/1/2018-8/31/2018

0

TOTAL

Reimbursement will be made upon receipt of this form. Direct any questions about reimbursement to Krystina LaSorsa
630-942-2230, lasorsa@cod.edu

College of DuPage
Career Services - IBHE
lasorsa@cod.edu
425 Fawell Blvd
Glen Ellyn, IL 60137

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

$$\frac{7589.74}{2} = 3794.87$$

20% Benefits 75.90

\$3870.54

[Signature]

From: marekr@cod.edu
Sent: Fri Aug 17 07:53:15 CDT 2018
To: invoicing@cod.edu
CC:
Subject: FW: Ron Clesens Ornamental Plants Request

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

From: LaSorsa, Krystina
Sent: Thursday, August 16, 2018 4:16 PM
To: Marek, Robert <marekr@cod.edu>
Subject: RE: Ron Clesens Ornamental Plants Request

Hi Bobby,

That font is horrible! The font makes it look like an 8 but the 8 was actually a 6.

Please see attached.

Sorry!

Krystina

From: Marek, Robert
Sent: Thursday, August 16, 2018 3:46 PM
To: LaSorsa, Krystina <lasorsak@cod.edu>
Subject: Ron Clesens Ornamental Plants Request

Hi Krystina,

For the attached payment request, the PO number listed, 359893, does not exist. I checked the vendor card to see if there was another PO or pending requisition, but I couldn't find anything. Do you know if something has been submitted to Purchasing for this item yet?

Thank you,

Bobby Marek
Accounts Payable Team Leader
Cash Disbursements/Payroll Department
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phone 630-942-2229 | marekr@cod.edu