

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1555605

Vendor Name: Tetra Vino, LLC

Invoice Number: 1/1-3/31 G. HUTH

Invoice Date: 08/24/18

PO Number: P0359877

Check Number: E0069002

Check Amount: \$ 4,822.44

Check Date: 08/29/2018

Department ID: 04702

Reviewer Name:

Voucher Number: V0523891

Redaction Type: FERPA

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

Document Below

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

PO:359877

Reimbursement Form

AP VERIFIED

08/24/18 - 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 process your reimbursement payment. (Only needed for first reporting cycle)

Due: 5th of each month

Company Name:

64 Wine Bar

Contact Name and Title at Company:

Patrick McLaughlin, Executive Chef

Contact Name Signature

Contact Phone Number:

630-297-5233

Contact email:

pfmclaughlin@sixtyfourwinebar.com

Name of Student Intern:

Signature of Student Intern:

Description of work performed:

Pastry, Prep, Mousses, Cookies

Service activities offered to student:

(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.

Period of Performance

Hours worked:

Hourly Rate:

Total Wages/Monthly

1/1/2018-1/31/2018

77.7

\$11.00

\$854.70

2/1/2018-2/28/2018

65.66

\$11.00

\$722.26

3/1/2018-3/31/2018

32.58

\$11.00

\$358.38

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

TOTAL

\$1,935.34

06-10-04702-5309001
Judy Zeh
8-20-18

Sto / Grotz
8/20/18

2% Benefits 19.36
\$ 987.03

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.

From: lasorsak@cod.edu
Sent: Fri Aug 24 08:07:54 CDT 2018
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: FW: IBHE18 Employers

Good Morning,

I apologize! I sent these to purchasing but they're for you!

Thanks!

Krystina

From: LaSorsa, Krystina
Sent: Thursday, August 23, 2018 4:24 PM
To: Purchasing Proposals <purchasing@cod.edu>
Cc: Zeh, Judy <zehjudy@cod.edu>
Subject: IBHE18 Employers

Hello,

Please see attached.

Thanks!

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

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Due: 5th of each month

Company Name:

Tetra Vino, LLC
64 Wine Bar

Contact Name and Title at Company: Patrick McLaughlin, Executive Chef

Contact Name Signature:

Patrick McLaughlin

Contact Phone Number:

630-297-5233

Contact email:

pmclaughlin@sixtyfourwinebar.com

Name of Student Intern:

Signature of Student Intern:

Description of work performed:

Prep, Pantry, Set up for Service, Wine Dinners

Service activities offered to student: FT cook

(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.

Period of Performance

Hours worked:

Hourly Rate:

Total Wages/Monthly

1/1/2018-1/31/2018

123.62 ✓

\$10.00 ✓

\$1,236.20 ✓

2/1/2018-2/28/2018

81.33 ✓

\$10.00

\$813.30 ✓

3/1/2018-3/31/2018

114.14

\$10.00

\$1,141.40 ✓

4/1/2018-4/30/2018

140.6

10

1,406.00 ✓

5/1/2018-5/31/2018

159.47

10

1,594.70 ✓

6/1/2018-6/30/2018

132.88

10

1,328.8 ✓

7/1/2018-7/31/2018

8/1/2018-8/31/2018

TOTAL

\$7,520.77 ✓

752.04

÷ 2

3,760.20

2% Benefits 75.21

3,835.41


06-10-04702-5309001
Judy Zeh 8-20-18

Aster Gusto
8/20/18

425 Fawell Blvd.
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Thanks!

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

From: marekr@cod.edu
Sent: Fri Aug 24 12:36:49 CDT 2018
To: invoicing@cod.edu
CC:
Subject: Attached Document
