

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087327

Vendor Name: The Morton Arboretum

Invoice Number: 8/1-8/31 ISBE COOP

Invoice Date: 10/15/18

PO Number: P0360741

Check Number: 0241676

Check Amount: \$ 758.88

Check Date: 10/17/2018

Department ID: 04700

Reviewer Name:

Voucher Number: V0534535

Redaction Type: FERPA

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

Document Below

PO:360741

College of DuPage and the
Illinois Board of Higher Education
Cooperative Work Study Project
July 1, 2018-August 31, 2019

Reimbursement Form

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: The Morton Arboretum
Contact Name and Title at Company: Kim Shearer, Tree and Shrub Breeder
Contact Name Signature: _____
Contact Phone Number: 630.719.4885
Contact email: kshearer@mortonarb.org

Description of work performed: nursery plant maintenance, plant propagation, lab set up, literature research, professional development via nursery visits and seminar attendance

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

Period of Performance	Hours worked:	Hourly Rate:	Total Wages/Monthly
<u>7/1/2018-7/31/2018</u>	<u>145.75</u>		<u>\$0.00</u>
8/1/2018-8/31/2018	<u>122.75</u>	<u>120.25</u>	<u>\$12.00</u>
9/1/2018-9/30/2018		<u>2.50 OT \$18.00</u>	
10/1/2018-10/31/2018			
11/1/2018-11/30/2018			
12/1/2018-12/31/2018			
TOTAL	<u>268.5</u>		<u>\$12.00</u>

\$1,473.00 - \$1,485.00 $\div 2 = 744.00$

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

Please Email this form and attachments to:

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

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

AP VERIFIED
10/16/18 - ROBERT MAREK

2% Benefits 14.88
\$758.88
Judith Zel
10-14-18
[Signature]

IBHE FY19 Work Study Grant Reimbursement Process

I write this letter to outline the reimbursement process that will occur for the IBHE FY19 Work Study grant that the College received for the 2018-2019 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 monthly, 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 system.
2. Invoices will be submitted to purchasing any time from the date of this letter through August 31, 2019. Please note the reimbursements may be for internships taking place anytime during the grant cycle (July 1 2018- August 31, 2019).
3. The invoices shall be paid through the IBHE FY19 grant account - 06-10-04700.



Student Affairs

From: lasorsak@cod.edu
Sent: Fri Oct 12 17:00:01 CDT 2018
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: FY19 IBHE

Hi,

Please see attached for the following employers:

RCOP

Shamrock Florist

Cantigny Park

Inside Look (august and sept)

Morton Arboretum

Thanks!

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

From: marekr@cod.edu
Sent: Mon Oct 15 10:16:51 CDT 2018
To: invoicing@cod.edu
CC:
Subject:

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