

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089608
Vendor Name: Stivers Staffing Services
Invoice Number: 8005613
Invoice Date: 08/25/18
PO Number:
Check Number: E0069553
Check Amount: \$ 293.56
Check Date: 10/03/2018
Department ID: 00461
Reviewer Name:
Voucher Number: V0529482
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

COLLEGE OF DUPAGE
425 FAWELL BLVD-RM 2134

GLEN ELLYN IL

DEANNA DUVAL

AP VERIFIED
10/01/18 - ROBERT MAREK

TERMS: NET CASH

DATE	INVOICE NUMBER	PERIOD ENDING DATE
AUG 25 2018	8005613	AUG 25 2018

EMPLOYEE	CODE	HOURS	RATE	TOTAL
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GINA CONCIALDI	AD	0104	12.50	15.450	193.13
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APPROVED TO PAY

TOTAL 193.13

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

VED

4 2018

SOURCES

000
0104

9/16/18

Date

Cesar Flores
Manager - Registration Services

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
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

CHICAGO

IMPORTANT

TYPE OF THE BUSINESS: I HAVE REPRESENTATIONS
ON BEHALF OF THE CUSTOMER AND I AM NOT EMPLOYED BY THE
CUSTOMER. I AM NOT EMPLOYED BY THE CUSTOMER. I AM NOT
EMPLOYED BY THE CUSTOMER. I AM NOT EMPLOYED BY THE CUSTOMER.

SPECIAL NOTE
TIME REPORTS THAT ARE
NOT RECEIVED AT STIVERS
BY THE FOLLOWING
MONDAY MORNING WILL BE
PAID A WEEK LATE.

EMPLOYEE NAME (PLEASE PRINT)

Gina Concinaldi

37

WORKING HOURS

08/30/17

LAST 4 DIGITS OF YOUR
SOCIAL SECURITY
NUMBER

8012

	START TIME		LUNCH OUT		LUNCH IN		FINISH TIME		TOTAL HOURS FOR DAY	
	HR	MIN	HR	MIN	HR	MIN	HR	MIN	HR	MIN
MON.										
TUE.										
WED.	8	30					5:00	8:00		
THURS.	8	30					1:00	4:5		
FRI.										
SAT.										
SUN.										

STIVERS

TIME REPORT
STAFFING SERVICES, INC.

12.50

COMPANY NAME

College of DuPage

ADDRESS

425 Fawcett

CITY/STATE

Glen Ellyn, IL

DEPARTMENT OR DIVISION

Registration

EMPLOYEE SIGNATURE

Gina Concinaldi

TOTAL HOURS

12.5

REGULAR TIME

HRS. MIN.

OVERTIME

HRS. MIN.

CLIENT SIGNATURE

Dan Murphy per
Dan Johnson

I hereby certify that the hours shown hereon were worked 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 Stivers 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.

UP TO 40 HOURS

OVER 40 HOURS

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

Marek, Robert

From: Flores, Cesar
Sent: Friday, September 28, 2018 4:16 PM
To: Marek, Robert
Subject: Re: Stivers Staffing Invoices

Hi Bobby

Thank you for following up. Yes, the signatures are mine. I sometimes sign items as I'm on my way to or from a meeting, I appreciate you doing your due diligence.

Thanks!

Cesar Flores
Manager - Registration Services & Enrollment Support Center

Student Services Center (SSC 2221A)

Phone [630.942.3280](tel:630.942.3280) | flores@cod.edu

On Fri, Sep 28, 2018 at 12:28 PM -0500, "Marek, Robert" <marekr@cod.edu> wrote:

Hi Cesar,

I just wanted to follow up on the attached when you have a moment.

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

From: Marek, Robert
Sent: Monday, September 24, 2018 10:37 AM
To: Flores, Cesar <flores@COD.EDU>
Subject: Stivers Staffing Invoices

Hi Cesar,

I just wanted to confirm that the approval signatures/initials on the attached Stivers invoices 8005613 and 8005576 are yours. They differ a little bit from what I usually see from you, and if these were ever chosen as part of an audit

selection, I just want to have email backup indicating that those are indeed approved for payment. Let me know if you have any questions.

Thanks!

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: 8005576

Invoice Date: 08/18/18

PO Number:

Check Number: E0069553

Check Amount: \$ 293.56

Check Date: 10/03/2018

Department ID: 00461

Reviewer Name:

Voucher Number: V0529527

Redaction Type: None

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

Document Below

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DUPLICATE INVOICE WITH
YOUR REMITTANCE TO

RECEIVED
AUG 24 2018
STIVERS
STAFFING
SERVICES

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

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

0000460

HUMAN RESOURCES

COLLEGE OF DUPAGE
425 FAWELL BLVD-RM 2134

GLEN ELLYN IL

DEANNA DUVAL

AP VERIFIED
10/01/18 - ROBERT MAREK

DATE

INVOICE
NUMBER

PERIOD ENDING
DATE

AUG 18 2018 8005576 AUG 18 2018

EMPLOYEE

CODE

HOURS

RATE

TOTAL

KATHY MOW

AD

0104

6.50

15.450

100.43

REGISTRATION

APPROVED TO PAY

TOTAL 100.43

Vendor # 1089608 - Stiver's Staffing

GL Acct # 01-30-00461-5309001

Cesar Flores

Date

Manager - Registration Services

FOR YOUR STAFFING NEEDS CALL STIVERS STAFFING SERVICES !

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ORIGINAL INVOICE

Illinois

FAX: 830-245-0491

Email:

naperville@stivers.com

EMAIL SIGNED TIMECARD TO STIVERS BY NOON MONDAY OF EACH FOLLOWING WEEK. 1. GIVE COPY OF TIMECARD AND TERMS OF SERVICE TO SUPERVISOR.

2. KEEP COPY OF TIMECARD FOR YOUR RECORDS.

TIME SIGNED BY NOT RECEIVED THE FOLLOWING WEEK BY CLOSE OF PAYROLL WILL BE PAID A WEEK LATE.

EMPLOYEE NAME (PLEASE PRINT) Kathy L. Mow										(31)		WEEK ENDING (SAT.) 8 19 18			Adapt Use Only		---		---		---	
		START TIME		LUNCH OUT		LUNCH IN		FINISH TIME		TOTAL HOURS FOR DAY		TIME REPORT										
		HR	MIN	HR	MIN	HR	MIN	HR	MIN	HR	MIN											
MON.		8:30		12:30		1:00		3:30		6:50		STIVERS STAFFING SERVICES, INC 6.50										
TUES.												Company Name/Dept		College of DuPage								
WED.												Address		425 FAWELL BLVD								
THURS.												City/State		GLEN ELLYN, IL								
FRI.																						
SAT.																						
SUN.																						
PROVIDER SIGNATURE:										TOTAL HOURS												
By email - Kathy L. Mow										6.50												
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												UP TO 40 HERE 6.50		OVER 40 HERE X		Approval includes verification of hours worked and acceptance of terms and conditions. Mike Linder						

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