

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089608  
Vendor Name: Stivers Staffing Services  
Invoice Number: 8005652  
Invoice Date: 09/01/18  
PO Number: B0360477  
Check Number: E0069690  
Check Amount: \$ 3,533.90  
Check Date: 10/10/2018  
Department ID: 00789  
Reviewer Name: Barbara Groves  
Voucher Number: V0529480  
Redaction Type: None  
Document Type: AP Invoice

Document Below

APPROVED  
10/03/18 - KIRK OVERSTREET

000460

COPY OF DUPLICATE  
420 W. AVELL BLVD. RM 2134  
GLENVIEW ILL 60137  
DEBRA MCNAB

EMPLOYEE

DEBRA MCNAB

ADJUTANT FACILITY

INVOICE REVIEWED  
OKAY TO PAY  
BARBARA GROVES 10/01/18

STIVERS  
STAFFING  
SERVICES

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

RECEIVED

SEP 10 2018

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

HUMAN RESOURCES

Bo # 359439

TERMS: NET CASH

DATE	INVOICE NUMBER	PERIOD ENDING DATE
SEP 01 2018	8005652	SEP 01 2018

EMPLOYEE	CODE	HOURS	RATE	TOTAL
AD	0104	39.00	18.200	709.80
TOTAL				709.80

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

EMPLOYEE NAME (PLEASE PRINT)

Elena McNab

#22

WEEK ENDING (SAT.)

MO.

Day

Year

Stivers  
Use Only

9

01

18

WEEK ENDING

	START TIME		LUNCH OUT		LUNCH IN		FINISH TIME		TOTAL HOURS FOR DAY	
	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN
MON.	8	00	-	-	-	-	4	00	8	0
TUES.	8	00	1	00	1	30	4	30	8	0
WED.	8	00	-	-	-	-	4	00	8	0
THURS.	8	00	-	-	-	-	3	00	7	0
FRI.	8	00	12	30	1	00	4	30	8	0
SAT.										
SUN.										

TIME REPORT

STIVERS STAFFING SERVICES, INC 39 -

Company  
Name/Dept

College of DuPage

Address

425 Fawell Blvd.

City/State

Glen Ellyn, IL

EMPLOYEE SIGNATURE:

Elena McNab

TOTAL HOURS

39

REGULAR TIME

HRS

MIN

39

00

OVERTIME

HRS

MIN

-

-

CLIENT SIGNATURE:

[Signature]

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 not then available for work.

UP TO 40 HERE

OVER 40  
HERE

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

-----  
From: grovesb16@cod.edu  
Sent: Wed Sep 19 13:04:59 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: Stivers  
-----

Barb Groves Administrative Assistant Office of the Provost College of DuPage | 425 Fawell Blvd | BIC 3400  
| Glen Ellyn, IL 60137 630-942-2005 (ph) | 630-942-3925 (fax) -----Original Message----- From:  
swonk@cod.edu Sent: Friday, September 14, 2018 9:21 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]

## Marek, Robert

---

**From:** Groves, Barbara  
**Sent:** Saturday, September 29, 2018 8:53 AM  
**To:** Towne, Jordan; McGarry, John  
**Cc:** Marek, Robert  
**Subject:** RE: Stivers Blanket Order No. 359439

Hello,

Thank you for your assistance with this Stivers BO!

Bobby,

A new BO needed to be created in order to pay Stivers, so the new BO number is: 360477. Please pay the Stivers invoices using this new number. Sorry for the delay and thanks for your patience.

Have a good day.

Barb Groves

Assistant to the Provost

**Office of the Provost**

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137  
630-942-2005 (ph) | 630-942-3925 (fax)

---

**From:** Towne, Jordan  
**Sent:** Tuesday, September 25, 2018 9:06 AM  
**To:** Groves, Barbara <grovesb16@cod.edu>; McGarry, John <mcgarryj1755@cod.edu>  
**Cc:** Marek, Robert <marekr@cod.edu>  
**Subject:** RE: Stivers Blanket Order No. 359439

Hi Barb,

John was working on this. I have copied him on this email as he will be the one approving this request.

Thank you,

*Jordan Towne*  
*Purchasing Expeditor*

 **College of DuPage**

425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

 [Click Here](#) for current bids/Rfps!  
 COD: Check out our [Team Site!](#)

---

**From:** Groves, Barbara  
**Sent:** Tuesday, September 25, 2018 8:06 AM

**To:** Towne, Jordan <[townej@cod.edu](mailto:townej@cod.edu)>  
**Cc:** Marek, Robert <[marekr@cod.edu](mailto:marekr@cod.edu)>  
**Subject:** FW: Stivers Blanket Order No. 359439

Hi Jordan,

Are we all set with the funds that were added to the Stivers BO? I know there was an issue, but I thought Toni Stella had cleared that up. Please let us know, as we have invoices waiting to be paid.

Thanks,

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Assistant to the Provost

**Office of the Provost**

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137  
630-942-2005 (ph) | 630-942-3925 (fax)

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**From:** Marek, Robert  
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**To:** Groves, Barbara <[grovesb16@cod.edu](mailto:grovesb16@cod.edu)>  
**Subject:** RE: Stivers Blanket Order No. 359439

Hi Barb,

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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](mailto:marekr@cod.edu)

---

**From:** Groves, Barbara  
**Sent:** Monday, September 24, 2018 9:25 AM  
**To:** Marek, Robert <[marekr@cod.edu](mailto:marekr@cod.edu)>  
**Subject:** RE: Stivers Blanket Order No. 359439

Hi,

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Barb Groves

Administrative Assistant

Office of the Provost



---

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**Sent:** Friday, September 14, 2018 10:31 AM  
**To:** Groves, Barbara <[grovesb16@cod.edu](mailto:grovesb16@cod.edu)>  
**Subject:** FW: Stivers Blanket Order No. 359439

Hi Barb,

I've attached another Stivers invoice that I will not be able to pay until additional funds are added to the BO. I'll keep them both in my queue until I hear back from you.

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](mailto:marekr@cod.edu)

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**From:** Marek, Robert  
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**To:** Groves, Barbara <[grovesb16@cod.edu](mailto:grovesb16@cod.edu)>  
**Subject:** Stivers Blanket Order No. 359439

Hi Barb,

I tried charging the attached Stivers invoice to blanket order no. 359439, and I got the message below. Can you please increase the funds in that BO and let me know once that is complete so I can pay the invoice?

Thank you!

01-80-00789-5309001 exceeds BPO funds by \$153.73

OK

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](mailto:marekr@cod.edu)

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089608  
Vendor Name: Stivers Staffing Services  
Invoice Number: 8005614  
Invoice Date: 08/25/18  
PO Number: B0360477  
Check Number: E0069690  
Check Amount: \$ 3,533.90  
Check Date: 10/10/2018  
Department ID: 00789  
Reviewer Name: Barbara Groves  
Voucher Number: V0529530  
Redaction Type: None  
Document Type: AP Invoice

Document Below



PLEASE RETURN  
DUPLICATE INVOICE WITH  
YOUR REMITTANCE TO

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

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

Bo# 359439

TERMS: NET CASH

DATE	INVOICE NUMBER	PERIOD ENDING DATE
AUG 25 2018	8005614	AUG 25 2018

COLLEGE OF DUROISE  
425 FARRELL BLVD RM 2134

GLEN ELYN, IL

60137

DEANNA FUVIA

EMPLOYEE

CODE

HOURS

RATE

TOTAL

ELENA MONAB

AD

0104

40.00

18.200

728.00

ADJUNCT FACILITY

TOTAL 728.00

RECEIVED

SEP 04 2018

STIVERS  
STAFFING  
SERVICES

APPROVED

10/03/18 - KIRK OVERSTREET

INVOICE REVIEWED

OKAY TO PAY

BARBARA GROVES 10/01/18

-----  
From: grovesb16@cod.edu  
Sent: Mon Sep 10 21:36:30 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: Stivers 8005614  
-----

Barb Groves Administrative Assistant Office of the Provost 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: Friday, September 7, 2018 8:46 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]

## Marek, Robert

---

**From:** Groves, Barbara  
**Sent:** Saturday, September 29, 2018 8:53 AM  
**To:** Towne, Jordan; McGarry, John  
**Cc:** Marek, Robert  
**Subject:** RE: Stivers Blanket Order No. 359439

Hello,

Thank you for your assistance with this Stivers BO!

Bobby,

A new BO needed to be created in order to pay Stivers, so the new BO number is: 360477. Please pay the Stivers invoices using this new number. Sorry for the delay and thanks for your patience.

Have a good day.

Barb Groves

Assistant to the Provost

**Office of the Provost**

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137  
630-942-2005 (ph) | 630-942-3925 (fax)

---

**From:** Towne, Jordan  
**Sent:** Tuesday, September 25, 2018 9:06 AM  
**To:** Groves, Barbara <grovesb16@cod.edu>; McGarry, John <mcgarryj1755@cod.edu>  
**Cc:** Marek, Robert <marekr@cod.edu>  
**Subject:** RE: Stivers Blanket Order No. 359439

Hi Barb,


John was working on this. I have copied him on this email as he will be the one approving this request.

Thank you,

*Jordan Towne*  
*Purchasing Expeditor*

 **College of DuPage**

425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA  
T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

 [Click Here](#) for current bids/Rfps!  
 COD: Check out our [Team Site!](#)

---

**From:** Groves, Barbara  
**Sent:** Tuesday, September 25, 2018 8:06 AM

**To:** Towne, Jordan <[townej@cod.edu](mailto:townej@cod.edu)>  
**Cc:** Marek, Robert <[marekr@cod.edu](mailto:marekr@cod.edu)>  
**Subject:** FW: Stivers Blanket Order No. 359439

Hi Jordan,

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Assistant to the Provost

**Office of the Provost**

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137  
630-942-2005 (ph) | 630-942-3925 (fax)

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**From:** Marek, Robert  
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**To:** Groves, Barbara <[grovesb16@cod.edu](mailto:grovesb16@cod.edu)>  
**Subject:** RE: Stivers Blanket Order No. 359439

Hi Barb,

Did Purchasing confirm that the funds were successfully added? It looks like there is still only \$574.27 in funds availability.

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](mailto:marekr@cod.edu)

---

**From:** Groves, Barbara  
**Sent:** Monday, September 24, 2018 9:25 AM  
**To:** Marek, Robert <[marekr@cod.edu](mailto:marekr@cod.edu)>  
**Subject:** RE: Stivers Blanket Order No. 359439

Hi,

We should be all set with the blanket order for Stivers. I have added funds to the BO. Let me know if you have any issues with processing the payment.

Thanks,

Barb Groves

Administrative Assistant

Office of the Provost

---

**From:** Marek, Robert  
**Sent:** Friday, September 14, 2018 10:31 AM  
**To:** Groves, Barbara <[grovesb16@cod.edu](mailto:grovesb16@cod.edu)>  
**Subject:** FW: Stivers Blanket Order No. 359439

Hi Barb,

I've attached another Stivers invoice that I will not be able to pay until additional funds are added to the BO. I'll keep them both in my queue until I hear back from you.

Thank you,

Bobby Marek  
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Cash Disbursements/Payroll Department  
**College of DuPage**  
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599  
phone 630-942-2229 | [marekr@cod.edu](mailto:marekr@cod.edu)

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**From:** Marek, Robert  
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Thank you!

01-80-00789-5309001 exceeds BPO funds by \$153.73

**OK**

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](mailto:marekr@cod.edu)

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089608  
Vendor Name: Stivers Staffing Services  
Invoice Number: 8005578  
Invoice Date: 08/18/18  
PO Number: B0360477  
Check Number: E0069690  
Check Amount: \$ 3,533.90  
Check Date: 10/10/2018  
Department ID: 00789  
Reviewer Name: Barbara Groves  
Voucher Number: V0529532  
Redaction Type: None  
Document Type: AP Invoice

Document Below



RECEIVED

STIVERS

STAFFING  
SERVICES

AUG 24 2018

HUMAN RESOURCES

0000460

COLLEGE OF DEAGE  
4200 FAWELL BLVD-RM 2124

GREEN ELLYN I

DEANNA DUVAL

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

TERMS: NET CASH

DATE	INVOICE NUMBER	PERIOD ENDING DATE
AUG 18 2018	8005578	AUG 18 2018

APPROVED

10/03/18 - KIRK OVERSTREET

INVOICE REVIEWED

OKAY TO PAY

BARBARA GROVES 10/01/18

EMPLOYEE

CODE

HOURS

RATE

TOTAL

ELENA MCNAB

AD 0104 40.00 18.200 728.00

ALL UNIFORM FACILITY

TOTAL 728.00

-----  
From: grovesb16@cod.edu  
Sent: Wed Sep 05 14:09:29 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: Stivers 8005578  
-----

Barb Groves Administrative Assistant Office of the Provost 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: Tuesday, September 4, 2018 12:15 PM 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]

## Marek, Robert

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**Cc:** Marek, Robert  
**Subject:** RE: Stivers Blanket Order No. 359439

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Assistant to the Provost

**Office of the Provost**

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137  
630-942-2005 (ph) | 630-942-3925 (fax)

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**To:** Groves, Barbara <grovesb16@cod.edu>; McGarry, John <mcgarryj1755@cod.edu>  
**Cc:** Marek, Robert <marekr@cod.edu>  
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*Purchasing Expeditor*

 **College of DuPage**

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T: (630) 942.2576 | F: (630) 942.4201 | [townej@cod.edu](mailto:townej@cod.edu)

 [Click Here](#) for current bids/Rfps!  
 COD: Check out our [Team Site!](#)

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**Cash Disbursements/Payroll Department**

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599  
phone 630-942-2229 | [marekr@cod.edu](mailto:marekr@cod.edu)

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**To:** Marek, Robert <[marekr@cod.edu](mailto:marekr@cod.edu)>  
**Subject:** RE: Stivers Blanket Order No. 359439

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Administrative Assistant

Office of the Provost

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Cash Disbursements/Payroll Department  
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425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599  
phone 630-942-2229 | [marekr@cod.edu](mailto:marekr@cod.edu)

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089608  
Vendor Name: Stivers Staffing Services  
Invoice Number: 8005691  
Invoice Date: 09/08/18  
PO Number: B0359342  
Check Number: E0069690  
Check Amount: \$ 3,533.90  
Check Date: 10/10/2018  
Department ID: 14625  
Reviewer Name:  
Voucher Number: V0529825  
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 DUFARE  
425 FAWELL BLVD-RM 3134

TERMS: NET CASH

GLEN ELLYN IL 60137  
DEANNA DUVAL

**AP VERIFIED**  
**10/03/18 - ROBERT MAREK**

DATE	INVOICE NUMBER	PERIOD ENDING DATE
SEP 08 2018	0005691	SEP 08 2018

EMPLOYEE

CODE

HOURS

RATE

TOTAL

REBECCA SAMPSON

AD 0104

31.50

18.200

573.30

CONTINUING EDUCATION

RECEIVED

TOTAL 573.30

APPROVED

OCT 02 2018

SEP 18 2018

HUMAN RESOURCES

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

EMPLOYEE NAME (PLEASE PRINT)

Rebecca Campson

31

WEEK ENDING (SAT.)

MO.

DAY

YEAR

09

08

18

Stivers  
Use Only

BE PAID A WEEK LATE

7

9

2

1

TIME REPORT

STIVERS STAFFING SERVICES, INC 31.50

	START TIME		LUNCH OUT		LUNCH IN		FINISH TIME		TOTAL HOURS FOR DAY	
	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN
MON.			Hol	day	-	-			0	00
TUES.	8	00	-	-	-	-	5	30	9	50
WED.	8	45	-	-	-	-	4	45	8	00
THURS.	12	0	-	-	-	-	5	30	5	50
FRI.	8	30	-	-	-	-	5	00	8	50
SAT.										
SUN.										

Company  
Name/Dept

College of Dupage /Continuing Education

Address

425 Falwell Blvd.

City/State

Glen Ellyn IL 60137

EMPLOYEE SIGNATURE:

By email -

TOTAL HOURS

31.50

REGULAR TIME

HRS

MIN

31.5

OVERTIME

HRS

MIN

CLIENT SIGNATURE:

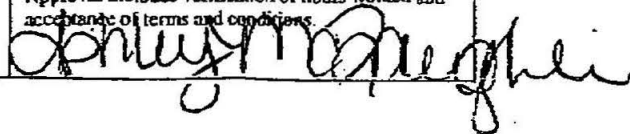
By email -

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 not then available for work.

UP TO 40 HERE

OVER 40  
HERE

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



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089608  
Vendor Name: Stivers Staffing Services  
Invoice Number: 8005692  
Invoice Date: 09/08/18  
PO Number: B0359342  
Check Number: E0069690  
Check Amount: \$ 3,533.90  
Check Date: 10/10/2018  
Department ID: 14625  
Reviewer Name:  
Voucher Number: V0529826  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

PLEASE RETURN  
DUPLICATE INVOICE WITH  
YOUR REMITTANCE TO

# 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

**BOH 359342**

0000460

COLLEGE OF DUPAGE  
425 FAWELL BLVD-RM A134  
**AP VERIFIED**

GLEN ELLYN

**10/03/18 - ROBERT MAREK**

60137

DEANNA DUVAL

SEP 08 2018 8005692 SEP 08 2018

EMPLOYEE	CODE	HOURS	RATE	TOTAL
----------	------	-------	------	-------

KELLEY SCHEARF	AD	0104	20.00	18.200	364.00
CONTINUING EDUCATION					

TOTAL 364.00

APPROVED

**OCT 02 2018**

RECEIVED

SEP 18 2018

HUMAN RESOURCES

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

EMPLOYEE NAME (PLEASE PRINT)

Ketty Schearf

(6)

WEEK ENDING (DAY)  
9/18/18  
MONTH DAY YEARLAST 4 DIGITS OF YOUR  
SOCIAL SECURITY  
NUMBER

	START TIME		LUNCH OUT		LUNCH IN		FINISH TIME		TOTAL HOURS FOR DAY	
	HR	MIN	HR	MIN	HR	MIN	HR	MIN	HR	MIN
ON.	9	00					12	00	5	00
TES.	9	00					12	00	5	00
ED.	9	00					12	00	5	00
URS.	9	00					12	00	5	00
RL	9	00					12	00	5	00
ST										
PH										

EMPLOYEE SIGNATURE

Ketty Schearf

TOTAL HOURS

20 hrs

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.

STIVERS

TIME REPORT

STARTING SERVICES, INC.

WEEK ENDING

WEEK	END
9/18	9/18

UP TO 40 HOURS

WEEK ENDING

WEEK	END
9/18	9/18

OVER 40 HOURS

CLIENT SIGNATURE

Ketty Schearf

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

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1089608  
Vendor Name: Stivers Staffing Services  
Invoice Number: 8004966  
Invoice Date: 04/21/18  
PO Number: B0359342  
Check Number: E0069690  
Check Amount: \$ 3,533.90  
Check Date: 10/10/2018  
Department ID: 14625  
Reviewer Name:  
Voucher Number: V0529829  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below



PLEASE RETURN  
DUPLICATE INVOICE WITH  
YOUR REMITTANCE TO

# STIVERS

**S T A F F I N G  
S E R V I C E S**

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

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

0000460

COLLEGE OF DUPAGE  
425 FAWCETT BLVD-RT 2134  
GREEN ELLYN IL 60137

DEANNA DUVAL

**AP VERIFIED**

TERMS: NET CASH

**10/03/18 - ROBERT MAREK**

DATE	NUMBER	PERIOD ENDING DATE
APR 21 2018	3004966	APR 21 2018

EMPLOYEE	CODE	HOURS	RATE	TOTAL
----------	------	-------	------	-------

GINA CONCIALDI	AD 0104	24.00	17.950	430.80
HSTI				

TOTAL 430.80

RECEIVED

SEP 27 2018

APPROVED

HUMAN RESOURCES

FOR YOUR STAFFING NEEDS...CALL STIVERS STAFFING SERVICES

OCT 02 2018

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.

OFFICE COPY

**STIVERS**  
**STAFFING**  
**SERVICES**

200 West Monroe, Suite 1300 - Chicago, IL 60606

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September 25, 2018

Ms. Deanna Duval  
College of DuPage  
425 Fawell Blvd-RM 2134  
Glen Ellyn, IL 60137

**RECEIVED**

**SEP 27 2018**

**HUMAN RESOURCES**

Dear Stivers Client,

In reviewing your account, our records indicate that the enclosed invoice still remains unpaid.

If there is some problem or you need additional information, please call us at (312) 558-3550. We will be happy to assist you.

We appreciate your cooperation and attention to this matter.

**Past Due: \$ 430.80**

Best regards,

*Denelle O'Connor*

Denelle O'Connor  
Accounting Dept.  
312-558-3550  
Enc.: