

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089369
Vendor Name: Shamrock Garden Florist
Invoice Number: 8/1-8/31 ISBE COOP
Invoice Date: 10/15/18
PO Number: P0360742
Check Number: E0069822
Check Amount: \$ 516.12
Check Date: 10/17/2018
Department ID: 04700
Reviewer Name:
Voucher Number: V0534454
Redaction Type: FERPA
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

AP VERIFIED

10/16/18 - ROBERT MAREK

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

Reimbursement Form

PO:360742

1. Please complete the information below. Use a separate sheet for each student.
2. Provide a paystub.
3. Provide a copy of student's hours.
4. Attach a copy of your W-9 so we can process your reimbursement payment. (Only needed for first reporting cycle)

Due: 15th of each month

Company Name: SHAMROCK Garden Florist
 Contact Name and Title at Company: ANNA TREVINO PRESIDENT
 Contact Name Signature: [Signature]
 Contact Phone Number: 630-639-4475
 Contact email: Anna.Trevino@ShamrockGardenFlorist.com

Name of Student Intern: [Redacted]
 Signature of Student Intern: [Redacted]
 Description of work performed: Processing flowers, Designing, Retail Customer service
 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/Mo
7/1/2018-7/31/2018	92	10.00 9.16	1007.00 1007.6
8/1/2018-8/31/2018			
9/1/2018-9/30/2018			
10/1/2018-10/31/2018			
11/1/2018-11/30/2018			
12/1/2018-12/31/2018			
TOTAL			50.00

1,012.80 * 2 = 506.00
 2% Benefits 10.12

\$516.12

Reimbursement will be made upon receipt of this form. Direct any questions about reimbursement to Krystina LaSorsa
 630-942-2330, lasorsa@cod.edu

Please Email this form and attachments to:
 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.

06-10-04700-530900/
 Analyzed 9-21-18

[Signature] 9-21/18

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 10:16:30 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