

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1602348  
Vendor Name: Advanced Personnel Inc  
Invoice Number: 20415682  
Invoice Date: 03/08/20  
PO Number: B0368873  
Check Number: 0266556  
Check Amount: \$ 10,123.89  
Check Date: 04/14/2020  
Department ID: 00797  
Reviewer Name:  
Voucher Number: V0608656  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: duffeym@cod.edu  
Sent: Mon Mar 16 10:41:39 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Advanced Resource Invoice 20415682  
-----

Good morning,

Attached please find another invoice from Advanced Resources, care of our HR Compensation Analyst temp in HR:

- Advanced Resources Invoice # 20415682
- Services for the week of 03/02/2020
- Blanket PO # 368873

Please let me know if you have any questions, or if you need any other information from me.

Thank you,

*Mary Jo Duffey*

Human Resources  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
duffeym@cod.edu  
Phone: 630-942-2051

*CONFIDENTIALITY NOTICE: This electronic mail transmission and any documents accompanying this electronic mail transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it immediately.*



To:  
College of Dupage  
Beth O'Brien  
22nd and Lambert Road  
Glen Ellyn, Illinois 60137  
obrienb102@cod.edu

## IF PAYING BY CHECK REMIT TO:

**Advanced Resources**  
8057 Solutions Center  
Chicago, IL 60677-8000  
EIN: 36-3541725

Terms	Customer #	Invoice Date
Due Upon Receipt	ERM6257	03/08/2020

Guarantee/Invoice Note: (N/A)

Week end...	Employee	Position	Time Class	Qty	Rate	Total
03/08/2020	Dieckelman, David	Compensation Analyst	Regular Pay	32.00	\$ 69.58	\$2,226.56
Total Hours:				32.00	Total:	\$2,226.56

**AP VERIFIED**  
**03/17/20 - MARIA ZERRUDO**

<p>Please contact the Billing Department at <a href="mailto:customer.relations@advancedgroup.com">customer.relations@advancedgroup.com</a> or at (847) 418-3700 option 4 with any questions about this invoice.</p> <p><b>** IMPORTANT NOTE:</b> We want to alert you to a possible cyber threat. Alert your teams to look for emails coming from sending addresses that are very similar to but different from the <a href="http://advancedgroup.com">advancedgroup.com</a> domain name. Emails from these near copies of <a href="http://advancedgroup.com">advancedgroup.com</a> are phishing attempts and should not be acted upon. **</p>	Total for Hours:	\$2,226.56
	Total for Expenses:	
	Total Due:	\$2,226.56

Approved by:  3/16/2020  
Beth O'Brien Date

**BLANKET PO# 368873**



College of Dupage  
O'Brien, Beth

**Timesheet # 1437477**  
**Week: 03/02/2020-03/08/2020**  
**Associate Name: Dieckelman, David**

**Total Hours: 32.00**  
**Total Expense: \$ 0.00**

Time Class					Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Fri 3/6	Sat 3/7	Sun 3/8	Total
Regular Pay					8:45a- 5:00p - 0:15 break	8:45a- 5:00p - 0:15 break	8:45a- 5:00p - 0:15 break	8:45a- 5:00p - 0:15 break				32.00
					8.00	8.00	8.00	8.00	0.00	0.00	0.00	Total Hours: 32.00

Submitted By: David Dieckelman  
 Submittal Date: 03/06/2020  
 Approved By: Advanced Group Payroll  
 Approved Date: 03/10/2020

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1602348  
Vendor Name: Advanced Personnel Inc  
Invoice Number: 20414580  
Invoice Date: 03/01/20  
PO Number: B0368873  
Check Number: 0266556  
Check Amount: \$ 10,123.89  
Check Date: 04/14/2020  
Department ID: 00797  
Reviewer Name:  
Voucher Number: V0608658  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: duffeym@cod.edu  
Sent: Mon Mar 16 10:20:30 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Advanced Resources Invoice 20414580  
-----

Good morning,

Attached please find an invoice from Advanced Resources, care of our HR Compensation Analyst temp:

- Advanced Resources Invoice # 20414580
- Service for the week of 02/24/2020
- Blanket PO # 368873

Please let me know if you have any questions, or if you need any other information from me.

Thank you,

*Mary Jo Duffey*

Human Resources  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
duffeym@cod.edu  
Phone: 630-942-2051

*CONFIDENTIALITY NOTICE: This electronic mail transmission and any documents accompanying this electronic mail transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it immediately.*



To:  
College of Dupage  
Beth O'Brien  
22nd and Lambert Road  
Glen Ellyn, Illinois 60137  
obrienb102@cod.edu

**IF PAYING BY CHECK REMIT TO:**

**Advanced Resources**  
8057 Solutions Center  
Chicago, IL 60677-8000  
EIN: 36-3541725

Terms	Customer #	Invoice Date
Due Upon Receipt	ERM6257	03/01/2020

Guarantee/Invoice Note: (N/A)

Week end...	Employee	Position	Time Class	Qty	Rate	Total
03/01/2020	Dieckelman, David	Compensation Analyst	Regular Pay	31.50	\$ 69.58	\$2,191.77
<b>Total Hours:</b>				<b>31.50</b>	<b>Total:</b>	<b>\$2,191.77</b>

**AP VERIFIED**  
**03/17/20 - MARIA ZERRUDO**

<p>Please contact the Billing Department at <a href="mailto:customer.relations@advancedgroup.com">customer.relations@advancedgroup.com</a> or at (847) 418-3700 option 4 with any questions about this invoice.</p> <p><b>** IMPORTANT NOTE:</b> We want to alert you to a possible cyber threat. Alert your teams to look for emails coming from sending addresses that are very similar to but different from the advancedgroup.com domain name. Emails from these near copies of advancedgroup.com are phishing attempts and should not be acted upon. **</p>	<b>Total for Hours:</b>	<b>\$2,191.77</b>
	<b>Total for Expenses:</b>	
	<b>Total Due:</b>	<b>\$2,191.77</b>

Approved by:  3/16/2020  
Beth O'Brien Date

**BLANKET PO# 368873**



College of Dupage  
O'Brien, Beth

**Timesheet # 1434969**  
**Week: 02/24/2020-03/01/2020**  
**Associate Name: Dieckelman, David**

**Total Hours: 31.50**  
**Total Expense: \$ 0.00**

Time Class					Mon 2/24	Tue 2/25	Wed 2/26	Thu 2/27	Fri 2/28	Sat 2/29	Sun 3/1	Total
Regular Pay					8:45a- 5:00p - 0:15 break	8:45a- 5:00p - 0:15 break	8:45a- 4:45p - 0:15 break	9:00a- 5:00p - 0:15 break				31.50
					8.00	8.00	7.75	7.75	0.00	0.00	0.00	Total Hours: 31.50

Submitted By: David Dieckelman  
 Submittal Date: 02/28/2020  
 Approved By: Advanced Group Payroll  
 Approved Date: 03/03/2020



Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1602348

Vendor Name: Advanced Personnel Inc

Invoice Number: 20416512

Invoice Date: 03/15/20

PO Number: B0368873

Check Number: 0266556

Check Amount: \$ 10,123.89

Check Date: 04/14/2020

Department ID: 00797

Reviewer Name:

Voucher Number: V0608904

Redaction Type: None

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

Document Below

-----  
From: duffeym@cod.edu  
Sent: Fri Mar 20 08:33:33 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Fw: Advanced Group Invoice Ending in 416512  
-----

Good morning,

Attached please find another invoice from Advanced Resources, care of our HR Compensation Analyst temp in HR:

- Advanced Resources Invoice # 20416512
- Services for the week of 03/09/2020
- Blanket PO # 368873

With the challenge of working remotely, I could not obtain a digital signature from Beth O'Brien, Director of HR and Total Rewards. I am including an email from Beth acknowledging her approval to submit this invoice for payment. Please see her email below.

Please let me know if you have any questions, or if you need any other information from me.

Thank you,

Mary Jo Duffey

Human Resources

---

**From:** O'Brien, Elizabeth  
**Sent:** Thursday, March 19, 2020 5:16 PM  
**To:** Duffey, Mary Jo  
**Subject:** RE: Advanced Group Invoice Ending in 416512

Attached is my 'signed' document. I have hoped to free-style the signature, but it had me type my name.

So.....I approve!

**From:** Duffey, Mary Jo <duffeym@cod.edu>  
**Sent:** Thursday, March 19, 2020 2:33 PM  
**To:** O'Brien, Elizabeth <obrienb102@cod.edu>  
**Subject:** Re: Advanced Group Invoice Ending in 416512

Hi Beth,

Thanks for sending this my way -- let's give this a whirl. See if you can open the PDF and on the right hand side you should have options to fill and sign. Click fill in and sign, and see if it will accept your signature on the line. If not, if it allows you to print your name on the line, I would opt for that, and then send me an email that you approve payment of this invoice.

Please let me know if you need anything else from me. Hope all is well and you are staying healthy!

Mary Jo

---

**From:** O'Brien, Elizabeth  
**Sent:** Thursday, March 19, 2020 1:55 PM  
**To:** Duffey, Mary Jo  
**Subject:** FW: Advanced Group Invoice Ending in 416512

See below for processing.

**From:** Customer Relations <customer.relations@advancedgroup.com >  
**Sent:** Thursday, March 19, 2020 12:53 PM  
**To:** O'Brien, Elizabeth <o'brienb102@cod.edu>  
**Subject:** Advanced Group Invoice Ending in 416512

You have received this message because you are a client of Advanced Group, which includes: Advanced Resources, Advanced Clinical and WunderLand Group. Attached are the most recent invoices. If you have received this email in error, please let us know.

Please use the following contact information should you have any questions regarding this invoice:

Advanced Group Billing Department  
customer.relations@advancedgroup.com  
Phone: 847-418-3700 option 4

Thank you for choosing us for your staffing needs.

Advanced Group  
Advanced Resources | Advanced Clinical | WunderLand Group

---





Advanced Resources | Advanced Clinical | WunderLand Group

To:  
 College of Dupage  
 Beth O'Brien  
 22nd and Lambert Road  
 Glen Ellyn, Illinois 60137  
 obrienb102@cod.edu

**IF PAYING BY CHECK REMIT TO:**

**Advanced Resources**  
 8057 Solutions Center  
 Chicago, IL 60677-8000  
**EIN: 36-3541725**

Terms	Customer #	Invoice Date
Due Upon Receipt	ERM6257	03/15/2020

Guarantee/Invoice Note: (N/A)

Week end...	Employee	Position	Time Class	Qty	Rate	Total
03/15/2020	Dieckelman, David	Compensation Analyst	Regular Pay	32.00	\$ 69.58	\$2,226.56
Total Hours:				32.00	Total:	\$2,226.56

**AP VERIFIED**  
**03/20/20 - MARIA ZERRUDO**

Please contact the Billing Department at <a href="mailto:customer.relations@advancedgroup.com">customer.relations@advancedgroup.com</a> or at (847) 418-3700 option 4 with any questions about this invoice.  <b>** IMPORTANT NOTE:</b> We want to alert you to a possible cyber threat. Alert your teams to look for emails coming from sending addresses that are very similar to but different from the advancedgroup.com domain name. Emails from these near copies of advancedgroup.com are phishing attempts and should not be acted upon. **	<b>Total for Hours:</b>	<b>\$2,226.56</b>
	<b>Total for Expenses:</b>	
	<b>Total Due:</b>	<b>\$2,226.56</b>

Approved by: Elizabeth O'Brien  
 Beth O'Brien  
 03/19/2020  
 Date

**BLANKET PO# 368873**



College of Dupage  
O'Brien, Beth

**Timesheet # 1439679**  
**Week: 03/09/2020-03/15/2020**  
**Associate Name: Dieckelman, David**

**Total Hours: 32.00**  
**Total Expense: \$ 0.00**

Time Class					Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Sun 3/15	Total
Regular Pay					8:45a-5:00p - 0:15 break	8:45a-5:00p - 0:15 break	8:45a-5:00p - 0:15 break	8:45a-5:00p - 0:15 break				32.00
					8.00	8.00	8.00	8.00	0.00	0.00	0.00	Total Hours: 32.00

Submitted By: David Dieckelman  
 Submittal Date: 03/13/2020  
 Approved By: Advanced Group Payroll  
 Approved Date: 03/17/2020

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1602348  
Vendor Name: Advanced Personnel Inc  
Invoice Number: 20417253  
Invoice Date: 03/22/20  
PO Number: B0368873  
Check Number: 0266556  
Check Amount: \$ 10,123.89  
Check Date: 04/14/2020  
Department ID: 00797  
Reviewer Name:  
Voucher Number: V0615798  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: duffeym@cod.edu  
Sent: Tue Mar 31 16:28:13 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Fw: Signed Invoice\_ Advanced Group Invoice Ending in 417253  
-----

Good afternoon,

Attached please find another invoice from Advanced Resources, care of our HR Compensation Analyst temp in HR:

- Advanced Resources Invoice # 20417253
- Services for the week of 03/20/2020
- Blanket PO # 368873

Please let me know if you have any questions, or if you need any other information from me. If you need further information on approval, please see the email below from Beth O'Brien.

Mary Jo Duffey  
College of DuPage Human Resources

---

**From:** O'Brien, Elizabeth  
**Sent:** Monday, March 30, 2020 4:03 PM  
**To:** Duffey, Mary Jo  
**Subject:** RE: Advanced Group Invoice Ending in 417253

Thank you, Mary Jo. I shall remember to do that in advance next time! See attached, and below as confirmation it was me who approved! 😊



**From:** Duffey, Mary Jo <duffeym@cod.edu>  
**Sent:** Monday, March 30, 2020 3:14 PM  
**To:** O'Brien, Elizabeth <obrienb102@cod.edu>  
**Subject:** Re: Advanced Group Invoice Ending in 417253

Hi Beth,

When you have a moment, please sign/print your name and approve the most recent invoice from Advanced Resources. I will then forward to Invoicing for payment.



Resources. I will then forward to Invoicing for payment.

If you have any questions, please let me know.

Thanks,

Mary Jo

---

**From:** O'Brien, Elizabeth  
**Sent:** Monday, March 30, 2020 11:53 AM  
**To:** Duffey, Mary Jo  
**Subject:** FW: Advanced Group Invoice Ending in 417253

See attached.

**From:** Customer Relations <customer.relations@advancedgroup.com >  
**Sent:** Monday, March 30, 2020 10:47 AM  
**To:** O'Brien, Elizabeth <o'brienb102@cod.edu>  
**Subject:** Advanced Group Invoice Ending in 417253

You have received this message because you are a client of Advanced Group, which includes: Advanced Resources, Advanced Clinical and WunderLand Group. Attached are the most recent invoices. If you have received this email in error, please let us know.

Please use the following contact information should you have any questions regarding this invoice:

Advanced Group Billing Department  
customer.relations@advancedgroup.com  
Phone: 847-418-3700 option 4

Thank you for choosing us for your staffing needs.

Advanced Group  
Advanced Resources | Advanced Clinical | WunderLand Group

---



advancedgroup.com domain name. Emails from these near copies  
of advancedgroup.com are phishing attempts and should not be  
acted upon. \*\*

Total Due:

\$1,252.44

Approved: Elizabeth O'Brien

03/30/2020

Beth O'Brien

Date

BLANKET PO# 368873



Advanced Resources | Advanced Clinical | WunderLand Group

To:  
College of Dupage  
Beth O'Brien  
22nd and Lambert Road  
Glen Ellyn, Illinois 60137  
obrienb102@cod.edu

**IF PAYING BY CHECK REMIT TO:**

**Advanced Resources**  
8057 Solutions Center  
Chicago, IL 60677-8000  
**EIN: 36-3541725**

Terms	Customer #	Invoice Date
Due Upon Receipt	ERM6257	03/22/2020

Guarantee/Invoice Note: (N/A)

Week end...	Employee	Position	Time Class	Qty	Rate	Total
03/22/2020				18.00	\$ 69.58	\$1,252.44
<b>Total Hours:</b>				<b>18.00</b>	<b>Total:</b>	<b>\$1,252.44</b>

**AP VERIFIED**  
**04/01/20 - MARIA ZERRUDO**

<p>Please contact the Billing Department at <a href="mailto:customer.relations@advancedgroup.com">customer.relations@advancedgroup.com</a> or at (847) 418-3700 option 4 with any questions about this invoice.</p> <p><b>** IMPORTANT NOTE:</b> We want to alert you to a possible cyber threat. Alert your teams to look for emails coming from sending addresses that are very similar to but different from the advancedgroup.com domain name. Emails from these near copies of advancedgroup.com are phishing attempts and should not be acted upon. **</p>	<b>Total for Hours:</b>	<b>\$1,252.44</b>
	<b>Total for Expenses:</b>	
	<b>Total Due:</b>	<b>\$1,252.44</b>

Approved: Elizabeth O'Brien 03/30/2020  
Beth O'Brien Date

**BLANKET PO# 368873**



**Timesheet # 1441966**  
**Week: 03/16/2020-03/22/2020**  
**Associate Name: Dieckelman, David**

College of Dupage  
 O'Brien, Beth

**Total Hours: 18.00**  
**Total Expense: \$ 0.00**

Time Class					Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Sun 3/22	Total
Regular Pay						1:00p- 5:00p - 0:00 break	8:30a- 5:00p - 0:30 break	1:00p- 5:00p - 0:00 break	10:00a- 12:00p - 0:00 break			18.00
					0.00	4.00	8.00	4.00	2.00	0.00	0.00	Total Hours: 18.00



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1602348  
Vendor Name: Advanced Personnel Inc  
Invoice Number: 20419062  
Invoice Date: 04/05/20  
PO Number: B0368873  
Check Number: 0266556  
Check Amount: \$ 10,123.89  
Check Date: 04/14/2020  
Department ID: 00797  
Reviewer Name:  
Voucher Number: V0617042  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: duffeym@cod.edu  
Sent: Mon Apr 13 09:33:21 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Advanced Resources Invoice 20419062  
-----

Good morning,

Attached please find an invoice from Advanced Resources, care of our HR Compensation Analyst temp in HR:

- Advanced Resources Invoice # 20419062
- Services for the week of 03/30/2020
- Blanket PO # 368873

Please let me know if you have any questions, or if you need any other information from me.

Mary Jo Duffey  
College of DuPage Human Resources



Advanced Resources | Advanced Clinical | WunderLand Group

To:  
College of Dupage  
Beth O'Brien  
22nd and Lambert Road  
Olen Ellyn, Illinois 60167  
bbrienb102@cod.edu

## IF PAYING BY CHECK REMIT TO:

Advanced Resources  
8057 Solutions Center  
Chicago, IL 60677-8000  
FIN: 36-3541725

**AP VERIFIED**  
**04/13/20 - MARIA ZERRUDO**

Terms	Customer #	Invoice Date
Due Upon Receipt	ERM6257	04/05/2020

Guarantee/Invoice Note: (N/A)

Week end...	Employee	Position	Time Class	Qty	Rate	Total
04/05/2020			Regular Pay	32.00	\$ 69.58	\$2,226.56
Total Hours:				32.00	Total:	\$2,226.56

*Elizabeth L. O'Brien*

approved 4/10/2020

<p>Please contact the Billing Department at <a href="mailto:customer.relations@advancedgroup.com">customer.relations@advancedgroup.com</a> or at (847) 418-3700 option 4 with any questions about this invoice.</p> <p><b>** IMPORTANT NOTE:</b> We want to alert you to a possible cyber threat. Alert your teams to look for emails coming from sending addresses that are very similar to but different from the <a href="http://advancedgroup.com">advancedgroup.com</a> domain name. Emails from these near copies of <a href="http://advancedgroup.com">advancedgroup.com</a> are phishing attempts and should not be acted upon. **</p>	<b>Total for Hours:</b>	<b>\$2,226.56</b>
	<b>Total for Expenses:</b>	
	<b>Total Due:</b>	<b>\$2,226.56</b>

Blanket PO # 368873





**Timesheet # 1446455**  
**Week: 03/30/2020-04/05/2020**  
**Associate Name: Dieckelman, David**

College of Dupage  
 O'Brien, Beth

**Total Hours: 32.00**  
**Total Expense: \$ 0.00**

Time Class					Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Sat 4/4	Sun 4/5	Total
Regular Pay						8:30a- 5:00p - 0:30 break	8:30a- 5:00p - 0:30 break	8:30a- 5:00p - 0:30 break	8:30a- 5:00p - 0:30 break			32.00
					0.00	8.00	8.00	8.00	8.00	0.00	0.00	Total Hours: 32.00

Submitted By: David Dieckelman  
 Submittal Date: 04/03/2020  
 Approved By: Advanced Group Payroll  
 Approved Date: 04/07/2020