

Information:

Drawer: Finance

Number: **** Other Redaction ****

Name: **** Other Redaction ****

Invoice Number: C089286

Invoice Date:

PO Number:

Check Number: 0266632

Check Amount: \$ 200.00

Check Date: 04/14/2020

Voucher Number: V0609820

AP Type: IM Invoices < \$15,000

Redaction Type: Other

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

From: zerrudom@cod.edu
Sent: Fri Mar 20 09:45:22 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Check for MaryKay Grueneberg

From: Butler, Jennifer <butlerj61@cod.edu>
Sent: Friday, March 20, 2020 9:42 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Cc: Holman, Katrina <holmank73@cod.edu>
Subject: Fw: Check for MaryKay Grueneberg

Hi, Maria,

Please see Katrina's email below. The scanned copy is attached. Please let me know if there is something else you would need to process this. Also, would you please let me know when the check should be mailed so I can let MaryKay know? Thanks!

Best,
Jen

Jennifer Butler
Division Support Specialist, Liberal Arts
College of DuPage
630-942-3802
butlerj61@cod.edu
www.writingontheedge.org

From: Holman, Katrina
Sent: Friday, March 20, 2020 9:36 AM
To: Butler, Jennifer
Subject: RE: Check for MaryKay Grueneberg

Good morning,

I'm not sure who distributes paperwork that comes into A/P via inter-office mail, so maybe it got lost? I have the scanned copy (attached) if they will accept that!

Thank you,

Katrina

Katrina

From: Butler, Jennifer <butlerj61@cod.edu>
Sent: Friday, March 20, 2020 9:30 AM
To: Holman, Katrina <holmank73@cod.edu>
Subject: Fw: Check for MaryKay Grueneberg

Hi, Katrina,

I checked with Maria Zerrudo and she doesn't have any information on MaryKay Grueneberg. Is there someone else that would have received the information?

Best,

Jen

Jennifer Butler

Division Support Specialist, Liberal Arts

College of DuPage

630-942-3802

butlerj61@cod.edu

www.writingontheedge.org

From: Zerrudo, Maria
Sent: Friday, March 20, 2020 9:13 AM
To: Butler, Jennifer
Subject: RE: Check for MaryKay Grueneberg

Hi,

No information was submitted. Please scan the request to invoicing@cod.edu

I am working remotely.

Thanks

Marivic

From: Butler, Jennifer <butlerj61@cod.edu>
Sent: Tuesday, March 17, 2020 3:13 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: Check for MaryKay Grueneberg

Hi, Maria,

Not sure if you can check, but I was wondering if a check was processed and sent out yet for MaryKay Grueneberg through Perkins funds? It was for \$200 for her work on the Writing Professionally panel on March 5th. Please let me know anything you know. Thanks!

Best,

Jen

Jennifer Butler

Division Support Specialist, Liberal Arts

College of DuPage

630-942-3802

butlerj61@cod.edu

www.writingontheedge.org

*** Independent Contractor Agreement**

(Not to be used for contracts in excess of \$5,000.00)

*Rebels
H2020
JC*

*ok to pay
JC*

zall JC.

VENDOR NUMBER 1602338		AGREEMENT NUMBER: C089286		
ACCOUNT NUMBER/AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
0610	02	638-		\$200
		5309001		
APPROVED—Supervisor, Purchasing				DATE / /

PART I. Complete PRIOR to performance of contractual services.

Name MARYKAY GRUENEBERG Tax I.D. #/S.S. # [REDACTED]
(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM).

Phone Number (847) 732-4166 (No college employee may be paid as an independent contractor.)

Street 107 Parkchester Road

City, State, Zip Code EIK GROVE VILLAGE, IL 60007

Agrees to perform on 3-5-2020 the following services for the College of DuPage:
DATE (S)

Participate in a panel on Writing in Stem for the Writing Professionally speaker series.

If additional space is needed, please continue description of services on separate pages and attach to this form.

The sum of \$ 200.00 will be paid to the independent contractor upon completion of the services. The contractor will be responsible for all taxes related to income from the above services. The contractor understands that he/she is self employed and must carry at his/her own cost any insurance coverage such as workers compensation, medical, property & liability including auto related to the above mentioned services.

This is a "work for hire" agreement. All rights to materials produced or products from services rendered are property of College of DuPage in perpetuity.

The contractor agrees to hold College of DuPage, its Trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims demands, and expenses, including attorneys' fees, which may arise during performance of this agreement.

☒ I have read Board Procedure #15-465 and have determined that the individual on this agreement meets the definition of an independent contractor.

Sandra Martens 1-9-2020
DEPARTMENT AUTHORIZED SIGNATOR DATE

Lisa Stahl 2-11-2020
DATE

All independent contractors must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988.

(Must Check One)

☒ I certify that I am not in default on an educational loan guaranteed by the State in the amount of \$600.00 or more.

☐ I certify that I am in default on an educational loan guaranteed by the State in the amount of \$600.00 or more and I agree to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of this contract.

I agree with the terms stated above and certify that I have received a copy of the contractual agreement.

MaryKay Gruenberg
SIGNATURE OF INDEPENDENT CONTRACTOR

01/13/2020
DATE

PART II. Complete AFTER performance of contractual services.

Authorized Signator certifies that the contractual services described in Part I above were completed satisfactorily and authorizes payment in full. (Payment is to be made only after completion of the contractual service.)

Lisa Stahl
COLLEGE AUTHORIZED SIGNATURE

3/6/2020
DATE

COUNTER SIGNATOR (OPTIONAL)

DATE

* See board policy, procedures and instructions on reverse side.
(This agreement is VOID if amount exceeds \$5,000.00)

Original forward to Accounts Payable; Blue, Purchasing Dept.; Yellow, Signator; Pink, Contractor