

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1604162

Vendor Name: Lakhi Siap

Invoice Number: 3/3/2020

Invoice Date: 03/10/20

PO Number:

Check Number: 0266711

Check Amount: \$ 350.00

Check Date: 04/14/2020

Department ID: 00389

Reviewer Name:

Voucher Number: V0607485

Redaction Type: None

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

Document Below

Kerby, Susan

From: acctpay@cod.edu
Sent: Tuesday, March 10, 2020 2:02 PM
To: Kerby, Susan
Subject: Voucher Confirmation: V0607485

Voucher Number V0607485
Voucher Status In Progress (Unfinished)

Requestor Name Ms Susan B. Kerby

AP VERIFIED
03/16/20 - ISABEL BARRIOS

Voucher Date 03/10/20
Due Date 03/11/20
Vendor ID and/or Name 1604162 Lakhi Siap
AP Type IM Invoices < \$15,000
Voucher Total \$350.00

ITEM 1
Item Description Asia Symposium honorarium
Quantity 1.000
Price \$350.0000
Extended Price \$350.00
GL Distribution 01-10-00389-5908001

COMMENTS

WARNING: All line items on this document have been populated with default tax form information from the chosen vendor.

Asia Symposium honorarium

APPROVAL

DATE

Maria M. Kerby 3/10/20

NEXT APPROVALS

Dear Lakhi:

First, I would like to thank you for accepting our invitation to speak at the 28th Annual Asia Symposium on Philippines. Also, we really appreciate your understanding and accommodating change of date of the symposium.

Our audience is first two years of college students, faculty, and community members. Audience size can be anywhere from 50-150. Your presentation will be at 12:30pm on March 3rd (Tuesday), 2020. If you could prepare a 40-45 minute long presentation and keep 10 minutes for Question and Answer that would be great. We have a humble honorarium of \$350 for you as a token of our appreciation.

We are working on the flyer first and the program next. I really would appreciate if you can email me the title of your talk, and a brief description of the talk at your earliest convenience. Thank you for sending your biography. We have to make it short for the flyer and the program. Would you be kind enough to shorten it in one paragraph please. I will read the biography you emailed when we are introducing you to the audience.

I actually need the title first so we can work on the design of the flyer.

Looking forward to meeting you and learning from your talk. Please feel free to contact me at hasann@cod.edu or my cell (630) 291-5601 if you need anything.

Regards,

Naheed Rouf, Ph.D.
Professor of Psychology
Co-chair, Asia Committee
(630) 942-2028