

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1511453  
Vendor Name: PRETRAX, INC.  
Invoice Number: 41642  
Invoice Date: 04/15/20  
PO Number: B0365136  
Check Number: 0267887  
Check Amount: \$ 1,442.53  
Check Date: 05/12/2020  
Department ID: 00797  
Reviewer Name: Jacquelyn Campagnolo  
Voucher Number: V0618249  
Redaction Type: Other  
Document Type: AP Invoice

Document Below

-----  
From: collsend@cod.edu  
Sent: Thu Apr 16 13:20:54 CDT 2020  
To: invoicing@cod.edu  
CC: collsend@cod.edu  
Subject: Ok to pay - PreTrax Invoice 41642 - Human Resources  
-----

Please find attached Pretrax Invoice # 41642 dated 4/15/2020 approved and ok to pay for Human Resources. BO# at top.

Thanks,

*Dana Collsen*  
*Human Resources/Administrative Assistant*  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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PRE★TRAX™

Background Investigations

BO# 365136

OK to Pay

*Michelle Olson Rzeminski*

**Invoice**

PreTrax, Inc.  
10 Center Street  
Chagrin Falls, OH 44022  
(p) 440-247-1600

Date	Invoice #
4/15/2020	41642

Bill To

**APPROVED**

**04/20/20 - LINDA SANDS-VANKERK**

College Of DuPage Adult Support Office  
Attn: Michelle Olson  
425 Fawell Blvd.  
Glen Ellyn, IL 60127

Remit Payment To:  
PreTrax, Inc.  
10 Center Street  
Chagrin Falls, OH 44022

Purchase Order

Terms

Net 15

Date	Recruiter	Applicant Name	Item	Amount
4/6/2020	Julie Plesha		Background Check	\$52.00
<b>INVOICE REVIEWED OKAY TO PAY JACQUELYN CAMPAGNOLO 04/20/20</b>				

Thank You for Your Business.

Please Make All Checks Payable To PreTrax, Inc.

**Total**

\$52.00

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1511453  
Vendor Name: PRETRAX, INC.  
Invoice Number: 41320  
Invoice Date: 03/15/20  
PO Number: B0365136  
Check Number: 0267887  
Check Amount: \$ 1,442.53  
Check Date: 05/12/2020  
Department ID: 00797  
Reviewer Name: Jacquelyn Campagnolo  
Voucher Number: V0621714  
Redaction Type: Other  
Document Type: AP Invoice

Document Below

-----  
From: collsend@cod.edu  
Sent: Wed Apr 29 12:54:58 CDT 2020  
To: invoicing@cod.edu  
CC: collsend@cod.edu  
Subject: HR Invoice - PreTrax 41320 - Ok to pay Resubmittal  
-----

Invoicing,

This is a resubmittal of Invoice 41320 to PreTrax. Our vendor notified HR that the payment has not been made. Please pay invoice ASAP. Approval signature, and BO # at top of invoice.

Thanks,

*Dana Collsen*

*Human Resources/Administrative Assistant*

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

collsend@cod.edu

Phone: 630-942-2639

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## Background Investigations

Approved to Pay

PreTrax, Inc.  
10 Center Street  
Chagrin Falls, OH 44022  
(p) 440-247-1600

*Michelle Olson Rzeminski*

Date	Invoice #
3/15/2020	41320

Bill To

College of DuPage  
Attn: Michelle Olson  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

**APPROVED****04/30/20 - LINDA SANDS-VANKERK**

Remit Payment To  
PreTrax, Inc.  
10 Center Street  
Chagrin Falls, OH 44022

Purchase Order

Terms

Net 15

Date	Recruiter	Phone	Item	Amount
3/5/2020	Daniel Jacobson		Background Check	75.03
3/4/2020	Maria Danan		Background Check	32.00
3/12/2020	Maria Danan		Background Check	41.25
3/12/2020	Maria Danan		Background Check	32.00
3/12/2020	Maria Danan		Background Check	32.00
2/11/2020	Oksanna Cichockyj		Background Check	32.00
3/3/2020	Oksanna Cichockyj		Background Check	32.00
3/2/2020	Oksanna Cichockyj		Background Check	32.00
3/6/2020	Oksanna Cichockyj		Background Check	32.00
3/9/2020	Oksanna Cichockyj		Background Check	32.00
3/6/2020	Oksanna Cichockyj		Background Check	32.00
2/27/2020	Oksanna Cichockyj		Background Check	32.00
3/6/2020	Oksanna Cichockyj		Background Check	32.00
<b>INVOICE REVIEWED</b>				
<b>OKAY TO PAY</b>				
<b>JACQUELYN CAMPAGNOLO 04/</b>				

Thank You for Your Business.

Please Make All Checks Payable To PreTrax, Inc.

**Total**

\$468.28

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1511453  
Vendor Name: PRETRAX, INC.  
Invoice Number: 41321  
Invoice Date: 03/15/20  
PO Number: B0365136  
Check Number: 0267887  
Check Amount: \$ 1,442.53  
Check Date: 05/12/2020  
Department ID: 00797  
Reviewer Name: Jacquelyn Campagnolo  
Voucher Number: V0621715  
Redaction Type: Other  
Document Type: AP Invoice

Document Below

-----  
From: collsend@cod.edu  
Sent: Wed Apr 29 12:56:06 CDT 2020  
To: invoicing@cod.edu  
CC: collsend@cod.edu  
Subject: HR Invoice 41321 PreTrax - Ok to pay Resubmittal  
-----

Invoicing,

This is a resubmittal of Invoice 41321 to PreTrax. Our vendor notified HR that the payment has not been made. Please pay invoice ASAP. Approval signature, and BO # at top of invoice.

Thanks,

*Dana Collsen*

*Human Resources/Administrative Assistant*

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

collsend@cod.edu

Phone: 630-942-2639

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## Background Investigations

Approved to Pay

PreTrax, Inc.  
10 Center Street  
Chagrin Falls, OH 44022  
(p) 440-247-1600

*Michelle Olson Rzeminski*

Date	Invoice #
3/15/2020	41321

Bill To

College Of DuPage-Adjunct Support Office  
Attn: Michelle Olson  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

**APPROVED**  
**04/30/20 - LINDA SANDS-VANKERK**

Remit Payment To:  
PreTrax, Inc.  
10 Center Street  
Chagrin Falls, OH 44022

Purchase Order

Terms

Net 15

Date	Recruiter	Applicant Name	Item	Amount
3/10/2020	Julie Plesha		Background Check	41.25
3/2/2020	Julie Plesha		Background Check	32.00
2/25/2020	Julie Plesha		Background Check	32.00
2/20/2020	Julie Plesha		Background Check	127.00
3/4/2020	Julie Plesha		Background Check	32.00
3/10/2020	Julie Plesha		Background Check	32.00
3/9/2020	Julie Plesha		Background Check	49.75
3/11/2020	Julie Plesha		Background Check	41.25
3/9/2020	Julie Plesha		Background Check	32.00
<b>INVOICE REVIEWED</b>				
<b>OKAY TO PAY</b>				
<b>JACQUELYN CAMPAGNOLO 04/30/20</b>				

Thank You for Your Business.

Please Make All Checks Payable To PreTrax, Inc.

**Total**

\$419.25

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1511453  
Vendor Name: PRETRAX, INC.  
Invoice Number: 41754  
Invoice Date: 04/30/20  
PO Number: B0365136  
Check Number: 0267887  
Check Amount: \$ 1,442.53  
Check Date: 05/12/2020  
Department ID: 00797  
Reviewer Name: Jacquelyn Campagnolo  
Voucher Number: V0622254  
Redaction Type: Other  
Document Type: AP Invoice

Document Below

-----  
From: collsend@cod.edu  
Sent: Wed May 06 09:35:48 CDT 2020  
To: invoicing@cod.edu  
CC: collsend@cod.edu  
Subject: PreTrax Invoice 41754 - OK to pay  
-----

Please find attached Pretrax Invoice # 41754 dated 4/30/2020 approved and ok to pay for Human Resources. BO# at top.

Thanks,

*Dana Collsen*

*Human Resources/Administrative Assistant*

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

collsend@cod.edu

Phone: 630-942-2639

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PreTrax, Inc.  
10 Center Street  
Chagrin Falls, OH 44022  
(p) 440-247-1600

Date	Invoice #
4/30/2020	41754

Bill To

College of DuPage  
Attn: Michelle Olson  
425 F. Ave. E. 1st Fl.  
Glen Ellyn, IL 60137

**APPROVED****05/08/20 - LINDA SANDS-VANKERK**

Remit Payment To:  
PreTrax, Inc.  
10 Center Street  
Chagrin Falls, OH 44022

Purchase Order

Terms

Net 15

Date	Recruiter	Applicant Name	Item	Amount
4/30/2020	Daniel Jacobson		Background Check	77.00
<b>INVOICE REVIEWED OKAY TO PAY JACQUELYN CAMPAGNOLO 05/05/20</b>				
Thank You for Your Business. Please Make All Checks Payable To PreTrax, Inc.			<b>Total</b>	\$77.00

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1511453  
Vendor Name: PRETRAX, INC.  
Invoice Number: 41755  
Invoice Date: 04/30/20  
PO Number: B0365136  
Check Number: 0267887  
Check Amount: \$ 1,442.53  
Check Date: 05/12/2020  
Department ID: 00797  
Reviewer Name: Jacquelyn Campagnolo  
Voucher Number: V0622255  
Redaction Type: Other  
Document Type: AP Invoice

Document Below

-----  
From: collsend@cod.edu  
Sent: Wed May 06 09:36:55 CDT 2020  
To: invoicing@cod.edu  
CC: collsend@cod.edu  
Subject: Pretrax Invoice 41755 - Ok to Pay  
-----

Please find attached Pretrax Invoice # 41755 dated 4/30/2020 approved and ok to pay for Human Resources. BO# at top.

Thanks,

*Dana Collsen*

*Human Resources/Administrative Assistant*

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

collsend@cod.edu

Phone: 630-942-2639

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Ok to pay  
BO# 365136

PRE★TRAX™

*Michelle Olson Rzeminski*

**Invoice**

Background Investigations

PreTrax, Inc.  
10 Center Street  
Chagrin Falls, OH 44022  
(p) 440-247-1600

Date	Invoice #
4/30/2020	41755

Bill To

College Of DuPage-Adjunct Support Office  
Attn: Michelle Olson  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

**APPROVED**

**05/08/20 - LINDA SANDS-VANKERK**

Remit Payment To:  
PreTrax, Inc.  
10 Center Street  
Chagrin Falls, OH 44022

Purchase Order

Terms

Net 15

Date	Recruiter	Applicant Name	Item	Amount
4/20/2020	Julie Plesha		Background Check	50.50
4/29/2020	Julie Plesha		Background Check	32.00
4/17/2020	Julie Plesha		Background Check	41.25
4/24/2020	Julie Plesha		Background Check	41.25
4/10/2020	Julie Plesha		Background Check	32.00
4/16/2020	Julie Plesha		Background Check	41.25
4/27/2020	Julie Plesha		Background Check	32.00
4/29/2020	Julie Plesha		Background Check	59.75
4/27/2020	Julie Plesha		Background Check	32.00
4/23/2020	Julie Plesha		Background Check	32.00
4/28/2020	Julie Plesha		Background Check	32.00

**INVOICE REVIEWED  
OKAY TO PAY**

**JACQUELYN CAMPAGNOLO 05/08/20**

Thank You for Your Business.

Please Make All Checks Payable To PreTrax, Inc.

**Total**

\$426.00