

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1600450
Vendor Name: Ray Graham Association for Peo
Invoice Number: 041320
Invoice Date: 04/13/20
PO Number: P0369666
Check Number: E0080141
Check Amount: \$ 201.71
Check Date: 05/20/2020
Department ID: 04701
Reviewer Name:
Voucher Number: V0622687
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

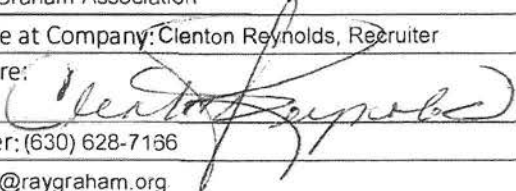
Document Below

College of DuPage
Illinois Board of Higher Education FY20
Cooperative Work Study Project
Grant Period: July 1, 2019-August 31, 2020

PO:369666

06-10-04701-5309001

Monthly Reimbursement Form

Company Name: Ray Graham Association
Contact Name and Title at Company: Clenton Reynolds, Recruiter
Contact Name Signature: 
Contact Phone Number: (630) 628-7166
Contact email: clentonr@raygraham.org
Name of Student Intern: Amparo Chavez
Signature of Student Intern: Due to COVID-19 the student cannot sign but agreed via email
Description of work performed: Amparo is interacting with the individuals that we support. Assisting them with day to day living skills. Assisting the individuals become independent as possible by working with them to achieve short term goals.

Please provide paystubs and timesheets to support the monthly reimbursement template.

Monthly reports are due on the 5th of every month. A W9 is required for the first reimbursement request.

Service activities offered to student:

(Please note this refers to any volunteer opportunities available to the student through your company, if applicable)

Did Student obtain permanent employment in Illinois? ☐ Yes ☒ No
If yes, please provide date of employment and name of employer.

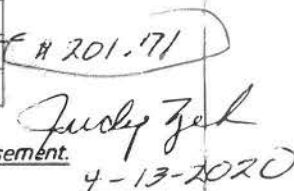
Check Date	Hours Worked	Hourly Rate	Total Wages Paid
July 2019			\$
August 2019			\$
September 2019			\$
October 2019			\$
November 2019			\$
December 2019			\$
January 2020			\$
February 2020			\$
March 2020	35	\$ 11.30	\$ 395.50
April 2020		\$ 2.91	\$ 2.91
May 2020			\$ 403.41
June 2020			\$ 2
July 2020			\$
August 2020			\$

Reimbursement is on a first come, first serve basis. Reimbursement requests are not guaranteed for reimbursement.

Questions or concerns, contact Krystina LaSorsa at lasorsa.k@cod.edu or 630-942-2230

Thank you,
College of DuPage
Career Services-IBHE




4-13-2020

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

369666

Page: 1

Release Method: Hard Copy

Release Date: 05/14/2020

Created Date: 05/14/2020

*** Confirming Purchase Order *****Vendor:**

1600450
Ray Graham Association for People With Disabilities
901 Warrenville Rd Ste 500
Lisle, IL 60532

Attn: Barbara Cerny

Phone: 630-628-7185

Fax:

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: LaSorsa, Krystina

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 680145

Requisitioner Name(s): Krystina LaSorsa

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Ray Graham_Chavez_March_FY20	\$201.71	\$201.71
Deliver To: LaSorsa, Krystina						
Sub Total: \$						201.71
Total: \$						201.71

Account Code Summary

Account Code	Account Description	Amount
06-10-04 701-5309001		\$201.71

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

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Page: 2**Release Method:** Hard Copy**Release Date:** 05/14/2020**Created Date:** 05/14/2020*** Confirming Purchase Order ***

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

From: lasorsak@cod.edu
Sent: Thu May 14 12:39:26 CDT 2020
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: Ray Graham:March_PO

Please see attached.

Krystina LaSorsa

Interim Manager, Internship and Service Learning Coordinator
Career Services Center
College of DuPage

Meet our Team!

During the COVID-19 pandemic, the CSC is still serving students, faculty, staff, alumni and community member. To schedule a remote appointment please contact csc@cod.edu.