

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087327
Vendor Name: The Morton Arboretum
Invoice Number: 7/20-8/21
Invoice Date: 12/01/20
PO Number: P0372060
Check Number: 0275751
Check Amount: \$ 1,632.86
Check Date: 01/12/2021
Department ID: 04702
Reviewer Name:
Voucher Number: V0658040
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

PO:372060

College of DuPage

Career Services Center

Illinois Board of Higher Education-Illinois Cooperative Work-Study

Grant Period: July 1, 2020-August 31, 2021

06-10-04702-5309001

Monthly Reimbursement Form

Fiscal Year: 2021

Company:	The Morton Arboretum
Contact Name:	Tracey A Campbell
Contact Signature:	<i>Tracey A Campbell</i>
Student Name:	Joseph Massa
Student Signature:	<i>[Signature]</i>
Student Program:	Building Mechanic Assistant - Part Time
Description of work performed:	Maintenance on numerous HVAC systems, repairs to plumbing fixtures and misc. valve replacements as well as electrical switches.
Description of service activities (Please note this refers to any volunteer opportunities available to the student through your company, if applicable):	

Please provide paystubs and timesheets to support the monthly reimbursement template. Monthly reports are due on the 5th of every month.

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 2020			
August 2020			
September 2020			
October 2020			
November 2020	92.25	16.94	\$1,562.72
December 2020		2% Benefits	31.26
January 2021			
February 2021		equals =	1,593.98
March 2021			
April 2021		Divided by 2 =	\$796.99
May 2021			
June 2021			<i>Judy Jah</i>
July 2021			12/16/2020
August 2021		<i>Steve M. Gustafson</i>	

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

Questions or comments contact help@ibhe.org or ibhe@ibhe.org

AP VERIFIED

01/11/21 - ISABEL BARRIOS

From: LaSorsa, Krystina <lasorsak@cod.edu>
Sent: Mon Jan 11 14:15:24 CST 2021
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: Morton Arb: November

Please see attached.

Krystina LaSorsa

Interim Manager
Career Services Center
College of DuPage
(She/Her/Hers)
Meet our [team!](#)

[attachment: Massa November payment.pdf]

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01/11/21 - ISABEL BARRIOS

Check Date	Hours Worked	Hourly Rate	Total Wages Paid
July 2020			
August 2020			
September 2020			
October 2020	96.75	16.94	\$1,638.95
November 2020		x 2% Fringe Benefits	32.78
December 2020			\$1,671.73
January 2021		divide by 2	\$835.87
February 2021			
March 2021			
April 2021			
May 2021			
June 2021			
July 2021			
August 2021			

APPROVED

By zehjudy at 6:02 pm, Nov 20, 2020

[Signature]

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

Questions or concerns, contact Krystina LaSorsa at lasorsak@cod.edu

From: LaSorsa, Krystina <lasorsak@cod.edu>
Sent: Mon Jan 11 14:15:58 CST 2021
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: Morton Arb: October

Please see attached.

Krystina LaSorsa

Interim Manager
Career Services Center
College of DuPage
(She/Her/Hers)
Meet our [team!](#)

[attachment: Massa Oct payment.pdf]