

Information:

Drawer: Finance

Number: \*\*\*\* FERPA Redaction \*\*\*\*

Name: \*\*\*\* FERPA Redaction \*\*\*\*

Invoice Number: C910080

Invoice Date:

PO Number:

Check Number: 0275774

Check Amount: \$ 50.00

Check Date: 01/12/2021

Voucher Number: V0657847

AP Type: IM Invoices < \$15,000

Redaction Type: FERPA

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted



**College of DuPage**  
**Independent Contractor**  
**Agreement**

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

\* After final approver signs the completed form, send to [invoicing@cod.edu](mailto:invoicing@cod.edu).

VENDOR NUMBER

ACCOUNT NUMBER/AMOUNT

FUND FUNCTION

DEPARTMENT

OBJECT

AMOUNT

APPROVED—Supervisor Purchasing

DATE

**AGREEMENT APPROVED**  
**JOYCE SEKERKA 1.7.21**

**PART I. Complete PRIOR to performance of contractual services.**

Name

Tax I.D. #/S.S. #

(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM)

(ALSO COMPLETE AND SIGN FORM W-9 ATTACHED)

Phone Number

(If the college employee may be paid as an independent contractor.)

Street

City, State, Zip Code

Agrees to perform on

5-6-2020

DATE (S)

the following services for the College of DuPage:

Guest signer for ASL Interpreting Activity. \$50 for one hour.

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

The sum of \$50.00 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.

Signature: Sandra Martins

DEPARTMENT AUTHORIZED SIGNATOR  
Email: martinss14@cod.edu

4/30/2020

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

SIGNATURE OF INDEPENDENT CONTRACTOR

DATE

7/18/2020

**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.)

Signature: Sandra Martins

COLLEGE AUTHORIZED SIGNATURE  
Email: martinss14@cod.edu

DATE

COUNTER SIGNATOR (OPTIONAL)

DATE

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



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From: barriosi142@cod.edu  
Sent: Wed Dec 02 12:21:21 CST 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Attached Document  
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-----Original Message----- From: Ellis, Jonita Sent: Wednesday, December 2, 2020 11:45 AM To: Barrios, Isabel Cc: Stock, Lisa Subject: RE: Attached Document Hi Isabel, As indicated by the Adobe audit trail - Sandra Martins approved this contact on 07/09/2020 at 1pm. Please proceed with the \$50 payment Best, Jonita Jonita Ellis CTE Program Improvement Manager Academic Affairs Office: BIC2E06H 630 942-3228 Please note the College of DuPage facilities are closed to the public until further notice. Staff and faculty are continuing to perform assigned duties remotely. College leadership continues to monitor the coronavirus situation and will adjust the institutional response as circumstances warrant. COD campus updates can be found at cod.edu. We appreciate your patience during this challenging time. -----Original Message----- From: Barrios, Isabel Sent: Wednesday, December 2, 2020 11:40 AM To: Ellis, Jonita Subject: RE: Attached Document Jonita, Please respond to this email with the approval date for the IC agreement. We will attach this email to the rest of the documents for Joyce to approve. Thanks. -----Original Message----- From: Ellis, Jonita Sent: Wednesday, December 2, 2020 9:36 AM To: Invoicing Cc: Barrios, Isabel Subject: RE: Attached Document Hi Isabel, Attached are the copies I received. Neither are editable for me. Please process payment. Jonita -----Original Message----- From: Barrios, Isabel Sent: Wednesday, December 2, 2020 7:27 AM To: Ellis, Jonita Subject: RE: Attached Document Can you submit from the original again? -----Original Message----- From: Ellis, Jonita Sent: Tuesday, December 1, 2020 4:29 PM To: Barrios, Isabel Cc: Butler, Jennifer ; Stock, Lisa Subject: FW: Attached Document In the current format - I am unable to edit the document to include the date. Please advise. jonita -----Original Message----- From: Barrios, Isabel Sent: Tuesday, December 1, 2020 12:14 PM To: Butler, Jennifer ; Ellis, Jonita Subject: Attached Document Please resubmit with the approval date indicated on the agreement. Thank you.






# Scan 2 (003)

Final Audit Report

2020-07-09

Created:	2020-07-08
By:	Jennifer Butler (butlerj61@cod.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAod8Ny5e4Uo1ADZyL0xo9kXvj9r-Y0eOq

## "Scan 2 (003)" History

-  Document created by Jennifer Butler (butlerj61@cod.edu)  
2020-07-08 - 7:31:24 PM GMT- IP address: 50.4.33.107
-  Document emailed to Sandra Martins (martinss14@cod.edu) for signature  
2020-07-08 - 7:32:18 PM GMT
-  Email viewed by Sandra Martins (martinss14@cod.edu)  
2020-07-09 - 1:17:14 PM GMT- IP address: 98.228.99.189
-  Document e-signed by Sandra Martins (martinss14@cod.edu)  
Signature Date: 2020-07-09 - 1:17:46 PM GMT - Time Source: server- IP address: 98.228.99.189
-  Signed document emailed to Jennifer Butler (butlerj61@cod.edu) and Sandra Martins (martinss14@cod.edu)  
2020-07-09 - 1:17:46 PM GMT



Adobe Sign

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From: ellisjo@cod.edu  
Sent: Wed Dec 02 09:35:52 CST 2020  
To: invoicing@cod.edu  
CC: barriosi142@cod.edu  
Subject: RE: Attached Document  
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Hi Isabel, Attached are the copies I received. Neither are editable for me. Please process payment. Jonita  
-----Original Message----- From: Barrios, Isabel Sent: Wednesday, December 2, 2020 7:27 AM To: Ellis, Jonita Subject: RE: Attached Document Can you submit from the original again? -----Original Message-----  
From: Ellis, Jonita Sent: Tuesday, December 1, 2020 4:29 PM To: Barrios, Isabel Cc: Butler, Jennifer ; Stock, Lisa Subject: FW: Attached Document In the current format - I am unable to edit the document to include the date. Please advise. jonita -----Original Message----- From: Barrios, Isabel Sent: Tuesday, December 1, 2020 12:14 PM To: Butler, Jennifer ; Ellis, Jonita Subject: Attached Document Please resubmit with the approval date indicated on the agreement. Thank you.

[attachment: [REDACTED] C Agreement.pdf]  
[attachment: [REDACTED] IC Form.jpg]

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From: Barrios, Isabel <barriosi142@cod.edu>  
Sent: Tue Jan 05 14:52:50 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: [REDACTED]  
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**From:** Ellis, Jonita <ellisjo@cod.edu>  
**Sent:** Tuesday, January 5, 2021 2:17 PM  
**To:** Barrios, Isabel <barriosi142@cod.edu>  
**Subject:** RE [REDACTED]

Hi Isabel,

Happy New Year to you as well! The GL is 01-10-00443-5309001.

Thanks for your assistance.  
Best,

Jonita Ellis  
CTE Program Improvement Manager  
Academic Affairs  
Office: BIC2E06H  
630 942-3228

Please note the College of DuPage facilities are closed to the public until further notice. Staff and faculty are continuing to perform assigned duties remotely. College leadership continues to monitor the coronavirus situation and will adjust the institutional response as circumstances warrant. COD campus updates can be found at cod.edu. We appreciate your patience during this challenging time.

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**From:** Barrios, Isabel <barriosi142@cod.edu>  
**Sent:** Tuesday, January 5, 2021 2:08 PM  
**To:** Ellis, Jonita <ellisjo@cod.edu>  
**Subject:** [REDACTED]

Hi Jonita,  
Happy New Year!

I am finally getting Joyce to approve the IC agreement for [REDACTED]. Please provide us with the g/l to charge. It was not included on the agreement.

Thanks.

**Isabel Barrios**  
Accounts Payable Team Lead  
Cash Disbursements/Payroll Department  
College of DuPage

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-3412 | [barriosi142@cod.edu](mailto:barriosi142@cod.edu)

