

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087327
Vendor Name: The Morton Arboretum
Invoice Number: PO372858
Invoice Date: 03/17/21
PO Number: P0372858
Check Number: 0279170
Check Amount: \$ 1,088.57
Check Date: 04/13/2021
Department ID: 04702
Reviewer Name:
Voucher Number: V0665583
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

College of DuPage
Career Services Center

PO:372858

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.

AP VERIFIED

Check Date	Hours Worked	Hourly Rate	Total Wages Paid
July 2020			
August 2020			
September 2020			
October 2020			
November 2020			
December 2020			
January 2021			
February 2021	126	16.94	2134.44
March 2021		Fringe Benefits 2%	42.69
April 2021			2,177.13
May 2021		Divided by 2	1,088.57
June 2021			
July 2021			
August 2021			

APPROVED

By zehjudy at 5:02 pm, Mar 07, 2021

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

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

From: LaSorsa, Krystina <lasorsak@cod.edu>
Sent: Thu Mar 18 12:52:42 CDT 2021
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: Morton Arb_Feb_2021_PO

Hi,

Please see attached.

Krystina LaSorsa

Interim Manager

Career Services Center

College of DuPage

(She/Her/Hers)

Meet our [team!](#)

[attachment: approved_Massa February reimb.pdf]