

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1630004

Vendor Name: Agness Mumba-Wilkins

Invoice Number: HONORARIUM 4/22/21

Invoice Date: 04/22/21

PO Number:

Check Number: D21624

Check Amount: \$ 300.00

Check Date: 04/22/2021

Department ID: 02425

Reviewer Name:

Voucher Number: V0673147

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

AP VERIFIED

04/23/21 - ISABEL BARRIOS

This form may be used to request check payments *only for those items for which the issuance of a purchase order would not be appropriate*. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Non-Purchase Order Procedure No. 10-65

Date: 4/22/2021
Vendor ID: 1630004

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
Honorarium Document	06	10	02425	5309001	Other Contractual Services Exp	\$ 300.00
Grand Total						\$ 300.00

Check the appropriate box below and sign

- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Anghess Mumba Wilkins
33 F Park Village
University of Sussex
Payee Address: Brighton BN1 9RD United Kingdom

Other
Instructions:

PAY VIA WIRE TRANSFER

Description on Check:

Pay via wire transfer.

Approvals:

Prepared By: Sue Kerby
Signature: _____
Payment Due: _____
Board Approved Date: _____

Approved By: Maren McKellin Date: 4/22/21
Signature: Maren McKellin

Approved By: _____ Date: _____

Signature: APPROVED
By zehjudy at 1:04 pm, Apr 22, 2021

Approved By Division VP: _____ Date: _____

Signature: _____

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Fri Apr 23 15:50:28 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Wire Transfer - Agness Mumba

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Thursday, April 22, 2021 3:24 PM
To: Barrios, Isabel <barriosi142@cod.edu>
Subject: FW: Wire Transfer - Agness Mumba

Hi Isabel,

Dave V. had to wire the moneys to this individual. Can you please create a "dummy" voucher to apply the payment to? Please use the value date attached.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

From: Virgilio, David <virgiliod@cod.edu>
Sent: Thursday, April 22, 2021 2:20 PM
To: Sekerka, Joyce <sekerkaj@cod.edu>; McKellin, Maren K. <mckellin@cod.edu>
Cc: Kerby, Susan <kerbys@cod.edu>
Subject: FW: Wire Transfer - Agness Mumba

Maren: confirmation of completed wire is attached!

Joyce: approved check request, completed wire confirm, and supporting documentation is attached. You can proceed with the dummy voucher to record this transaction when you have a moment.

Thanks!

David P. Virgilio, C.P.A.
Interim Controller / Assistant Financial Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: McKellin, Maren K. <mckellin@cod.edu>
Sent: Thursday, April 22, 2021 1:41 PM
To: Virgilio, David <virgiliod@cod.edu>
Cc: Kerby, Susan <kerbys@cod.edu>
Subject: RE: Wire Transfer - Agness Mumba

Hi, Dave. The Check Request Form (signed by Judy and me) you requested is attached. I also included the other document I sent this morning.

Amount: \$300 USD
Agness Mumba Wilkins
[REDACTED]

GL: 06-10-02425-5309001

Bank information:
Account Name: Agness Mumba Wilkins
Name of Bank: Barclays Bank
Account Type: Saving Account
Account no. 43649040
IBAN: GB42 BARC 2012 80
Sort Code: 20 12 80
Bank country: United Kingdom

I believe this is everything you need. Please let me know if there's something else.

Thank you,
Maren

From: Virgilio, David <virgiliod@cod.edu>
Sent: Thursday, April 22, 2021 11:43 AM
To: McKellin, Maren K. <mckellin@cod.edu>
Cc: Kerby, Susan <kerbys@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Subject: RE: Wire Transfer - Agness Mumba

Thanks Maren, yes we can initiate this as a wire. The way I'd like to proceed with all wires going forward is for you, the requestor, to fill out a Check Request Form (available on the Forms Library) where you can include all relevant information like the vendor ID, the GL account number, the vendor name/address, etc... in the field for special instructions you can simply write "PAY VIA WIRE TRANSFER". Then you can obtain all appropriate approvals on that form.

Finally, **rather than sending that completed form to Accounts Payable, you can forward it to me along with wire instructions and supporting documents.** I will then process the wire and send the confirmation of wire completion back to the requestor like I have done in the past. Last, I will forward the check request and completed wire confirm to Accounts Payable so they can record the transaction in the general ledger.

How does that sound?

David P. Virgilio, C.P.A.
Interim Controller / Assistant Financial Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: McKellin, Maren K. <mckellin@cod.edu>
Sent: Thursday, April 22, 2021 11:34 AM
To: Virgilio, David <virgiliiod@cod.edu>
Cc: Kerby, Susan <kerbys@cod.edu>
Subject: Wire Transfer - Agness Mumba

Hi, Dave. I'm hoping you can help us with this request. We need to wire money to Agness Mumba Wilkins, who presented a Culture Shock workshop for us March 19.

She has a vendor ID (below) and has submitted her bank information. Since she resides in another we cannot pay her via ACH (see Joyce Sekerka's email below). The GL is included below.

Is this something you can help us with?

Amount: \$300 USD
Agness Mumba Wilkins

GL: 06-10-02425-5309001

Bank information:
Account Name: Agness Mumba Wilkins
Name of Bank: Barclays Bank
Account Type: Saving Account

Thank you,
Maren

From: Kerby, Susan <kerbys@cod.edu>
Sent: Thursday, April 22, 2021 9:58 AM
To: McKellin, Maren K. <mckellin@cod.edu>
Subject: Agness Mumba

Maren,

We need to pay Agness Mumba Wilkins (Vendor ID 1630004) a \$300 honorarium for her presentation on Global Culture Shock on March 19. See below for directions from Joyce Sekerka that this will be done as a wire transfer. Agness sent me the below banking info via email.

Note: the funds are coming from the IDEAS grants account (06-10-02425-5309001). Judy Zeh is the accountant for the grant.

Account Name: Agness Mumba Wilkins

Name of Bank: Barclays Bank
Account Type: Saving Account
Account no. 43649040
IBAN: GB42 BARC 2012 80
Sort Code: 20 12 80
Bank country: United Kingdom

Please let me know how to proceed.

Sue Kerby

College of DuPage Field Studies|Study Abroad|Global Education
Coordinator of Study Abroad

From: Sekerka, Joyce
Sent: Monday, March 22, 2021 10:45 AM
To: Kerby, Susan
Subject: RE: Grant honorarium

Hi Susan,

This would have to be requested as a wire transfer. We cannot issue International payments using ACH. You can reach out to Eugene Refakes to initiate a wire payment request.

Thanks,

Joyce

Joyce Sekerka

Accounts Payable Supervisor

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

630-942-2293

Email: sekerkaj@cod.edu

From: Kerby, Susan <kerbys@cod.edu>
Sent: Monday, March 22, 2021 10:09 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: Fw: Grant honorarium

Joyce,

See below. Looking for guidance on paying an honorarium to someone in Ghana, using our grant funds. She has a Barclay bank account. Can could she set up an EFT with that or will we need to arrange a wire transfer? It will be for \$300.

Sue Kerby

College of DuPage Field Studies|Study Abroad|Global Education

Coordinator of Study Abroad

From: Zeh, Judy
Sent: Sunday, March 21, 2021 7:51 PM
To: Kerby, Susan
Subject: RE: Grant honorarium

Hi Sue,

Not sure about this one. It would be best to check with Purchasing/Accounts Payable.

Hope this helps.

Judy

From: Kerby, Susan <kerbys@cod.edu>
Sent: Friday, March 19, 2021 12:21 PM
To: Zeh, Judy <zehjudy@cod.edu>
Subject: Grant honorarium

Hi Judy,

I have another IDEAS grant payment. This first was an adjunct, so that paperwork was easy. This one is someone from Ghana. She has a Barclay's Bank saving account...is that something that can be used for a electronic transfer once I set her up as a vendor in the system? I don't know if she has a SS number but I doubt it.

Thanks for your help.

Sue Kerby

College of DuPage Field Studies|Study Abroad|Global Education

Coordinator of Study Abroad

[attachment: CHECK REQUEST FORM Agness Mumba.pdf]
[attachment: Mumba honorarium confirm.docx]
[attachment: 042221 Agness Wilkins.pdf]

College of DuPage - Accounts Payable

Check Request Form

Notes:

Processing a Check Request

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the General Ledger Account number is included and correct.
5. Maintain a copy of the approved Check Request Form for department records.
6. Submit the completed Check Request Form to the Accounts Payable Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

Hi Agness,

It looks like there will be 8 participants tomorrow morning.

Here is the zoom invitation as well. We will go from 8-10 am our time. You may want to give a 5 or 8 minute break at some point depending on how it's going.

Sue will follow up with payment information of the \$300 honorarium.

Thanks again Agness for doing this. See you tomorrow.

Julia

Julia diLiberti is inviting you to a scheduled Zoom meeting.

Topic: Strategies for Addressing Culture Shock and Unfamiliar Cultural Norms

Time: Mar 19, 2021 08:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://cod.zoom.us/j/82896851459?pwd=bEk3NUh0bWJNaWhxclZ6VXRuVDQ1Zz09>

Meeting ID: 828 9685 1459

Passcode: 667252

Dr. Julia diLiberti

Professor of Humanities and Global Education Faculty Liaison

President, Illinois Community College Faculty Association

Department of Humanities

College of Dupage: Your Community's Own Doorway to a Global World

dilibert@cod.edu

630-942-2578

From: Agness Mumba -Wilkins <agnessmumba@gmail.com>

Sent: Wednesday, March 17, 2021 7:53:20 PM

To: DiLiberti, Julia

Subject: Re: [External] Presentation- Agness

Hi Julia,

Oh had more of students in mind hence had to think of a simplified version.

Let me adjust it tomorrow and make it more interactive as well.

Nite from here

Agness

On Wed, 17 Mar 2021, 22:48 DiLiberti, Julia, <dilibert@cod.edu> wrote:

Hi Agness,

Wow. I love your slides. I'm so grateful you are doing this.

The workshop is for faculty many of whom have taken students abroad, some who are looking to do that. Are there spots in the presentation to put the participants in awkward situations? By that I mean will there be some interactivity and debrief about how situations could be handled and feelings of being overwhelmed dealt with? You may have a

If not, I can create some of those if need be.

It's hard to tell with just a powerpoint so I don't want to assume one way or another.

The description is below.

See you Friday. :)

Julia

Hi everybody: a Workshop on Culture Shock at 8 am right after DST seems fitting.

I suspect that the strategies Agness offers can apply to students navigating the culture shock of the Pandemic too.

This workshop is at 8 am this Friday when you were gonna be up anyway, so join us. (2 hours PD credit).

Strategies for Addressing Culture Shock and Unfamiliar Cultural Norms

Agness Mumba-Wilkins joins us from Zambia as she facilitates a workshop helping students address culture shock. [2 PDH]

About THE WORKSHOP:	About Agness:
<p>Are there effective strategies to help students process what they see and feel while participating in experiential education and/or travel? Using a mix of lecture, discussion and interactive activities, this session will provide ways for faculty to help students:</p> <ul style="list-style-type: none">• Identify and articulate concerns and feelings resulting from culture shock• Recognize and draw insight from differing cultural norms• Adjust to their new environment	<p>Agness Mumba-Wilkins was a Humphries Scholar at COD for a week during here year doing research in Minnesota; she is the Executive Director for the Zambian Chapter of the Forum of African Women Educationalists, has travelled extensively for her work. Agness holds a MSc in Equality Studies, MSc in Public Health and Environmental Health, BA in Education, Diploma in Education Management, and a Fulbright Fellow in Public Policy among others</p>

Dr. Julia diLiberti

Professor of Humanities and Global Education Faculty Liaison

President, Illinois Community College Faculty Association

Department of Humanities

College of Dupage: Your Community's Own Doorway to a Global World

dilibert@cod.edu

630-942-2578

From: Agness Mumba -Wilkins <agnessmumba@gmail.com>
Sent: Wednesday, March 17, 2021 2:26 PM
To: DiLiberti, Julia

Transaction Information

Account Number/Name	Branch Location/Bank Name/Bank ID	
938613791/COD CONCENTRATION	JPMorgan Chase Bank, N.A. (IL)/JPMORGAN CHASE BANK, N.A./071000013	
Method	Payment Amount	Value Date
Wire	USD 300.00	04/22/2021
Bank to Bank Transfer	Beneficiary Bank Country	
No	UNITED KINGDOM - GB	

Routing/Reference Information

Beneficiary

Account Number
43649040
Agness Mumba Wilkins
UNITED KINGDOM - GB

Beneficiary Bank

Swift ID
BUKBGB22
BARCLAYS BANK UK PLC
1 CHURCHILL PLACE
LONDON
UNITED KINGDOM - GB

Supplementary No ID

Last Validation: 04/22/2021 02:06 PM

Transaction Details

College of DuPage
Global Culture Shock
Presentation

Bank To Bank

Charges
Remitter

Date Created	Transaction ID	Bank Reference	Settlement Reference
04/22/2021 02:06 PM CDT	85800553	5490000112JO0000	JPM Ref: 5490000112JO