

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1575100

Vendor Name: M. R. Serment Inc

Invoice Number: 03302021

Invoice Date: 03/30/21

PO Number: B0371408

Check Number: E0084167

Check Amount: \$ 1,550.00

Check Date: 04/13/2021

Department ID: 11999

Reviewer Name:

Voucher Number: V0672012

Redaction Type: None

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

Document Below

-----  
From: McGowan, Ellen <mcgowan@cod.edu>  
Sent: Thu Apr 08 17:16:10 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Invoice Serment, MR #03302021  
-----

Please process the attached invoice. Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

[attachment: Serment, MR Inv 03302021 787.50 03-31-21.pdf]

# INVOICE

Marcela Andrade Serment

1805 W. Cullerton Street

(708) 590 - 9665

Chicago, IL 60608

marce.andrade.84@gmail.com

**BO# 371408 = \$787.50**

05-60-11999-5309004

499 Other Contracted Staff G20\_KAHLO

## BILLED TO

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60173

**APPROVED**

*By Ellen McGowan at 5:12 pm, Apr 08, 2021*

M.R. Serment Inc.

## INVOICE NUMBER

03302021

## DATE

## TIME IN

## TIME OUT

## DESCRIPTION

## TOTAL

**04/09/21 - BETHANY CRUSE**

## DATE OF ISSUE

03/30/2021

## PROJECT NAME

Frida Kahlo: Timeless Exhibi  
at College of DuPage

03/01/21

4:00 PM

4:30 PM

Zoom meeting with Justin Ware (JW)  
Discussed next steps for the exhibition  
catalogue and layout changes suggested for  
main gallery based on concern expressed  
over content of some of the work.

0.50

03/04/21

7:00 PM

10:00 PM

Created document with proposed layout  
changes to main gallery based on 3/1  
conversation with JW.

3.00

03/05/21

10:00 AM

12:00 PM

Provided written feedback on draft of  
exhibition catalogue.

2.00

03/05/21

4:00 PM

4:30 PM

Meeting with JW. Discussed install schedule  
for the exhibition and opening of show.

0.50

03/08/21

4:00 PM

4:30 PM

Meeting with JW. Next steps: Edit intro text  
for main gallery and review copy editor's  
notes on catalogue texts.

0.50

03/10/21

5:00 PM

11:00 PM

Revised and contributed text to introduction  
for main gallery and began to review copy  
editor's notes on the catalogue texts.

6.00

03/11/21

7:00 PM

9:00 PM

Finished reviewing and making changes to  
my catalogue essay based on copy editor's  
comments.

2.00

03/12/21

4:00 PM

5:00 PM

Meeting with JW. Next steps: Review intro  
text to main gallery again; share audio tour  
script with translator; review updates to all  
catalogue texts.

1.00

03/12/21

6:00 PM

6:30 PM

Emailed script for audio tour and intro text to  
main gallery to Spanish translator.

0.50

03/14/21

8:00 AM

10:30 AM

Revised intro text to main gallery and gave  
feedback on changes to catalogue texts.

2.50

03/15/21

4:00 PM

4:30 PM

Meeting with JW. Review Spanish  
translation of audio tour script and update  
document so it follows the same sequence  
as the English version.

0.50

		03/17/21	6:00 PM	10:00 PM	Reviewed and edited Spanish version of the audio tour script and updated document to reflect same sequence/order as the English version.	4.00
		03/19/21	4:00 PM	4:30 PM	Meeting with JW. Next steps: Locate new images for my catalogue essay.	0.50
		03/21/21	3:00 PM	4:00 PM	Researched and emailed JW new proposed images to be included with my catalogue essay.	1.00
		03/22/21	4:00 PM	4:30 PM	Meeting with JW. Discussed need for short video on Mex. Rev. and I am to write draft intro text for Olmedo photos exhibit and the Tres Fridas exhibit.	0.50
		03/26/20	8:30 AM	10:30 AM	Wrote draft intro text to Olmedo photo exhibit and shared with JW. Contacted COD library to aid in search for short Mex. Rev. video to include in lobby exhibit.	2.00
		03/26/20	4:00 PM	4:30 PM	Reach out to John Paris, COD professor for recommendation on video footage from the Mex. Rev. and share questions for Celia Stahr's essay.	0.50
		03/29/20	10:00 AM	2:00 PM	Worked on notes for Celia's essay; contacted John Paris and researched videos on Mex. Rev. for lobby exhibit, and wrote draft intro text for Tres Fridas exhibit.	4.00
					<b>TOTAL HOURS WORKED</b>	<b>31.50</b>
					<b>AMOUNT DUE</b>	<b>\$787.50</b>
<b>REMARKS / PAYMENT INSTRUCTIONS</b>						
<i>Please make payments payable to M.R. Serment Inc.</i>						

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1575100

Vendor Name: M. R. Serment Inc

Invoice Number: 02282021

Invoice Date: 02/28/21

PO Number: B0371408

Check Number: E0084167

Check Amount: \$ 1,550.00

Check Date: 04/13/2021

Department ID: 11999

Reviewer Name:

Voucher Number: V0672013

Redaction Type: None

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

Document Below

-----  
From: McGowan, Ellen <mcgowan@cod.edu>  
Sent: Thu Apr 08 17:07:56 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Invoice Serment, MR #02282021  
-----

Please process the attached invoice. Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

[attachment: Serment, MR Inv 02282021 762.50 02-28-21.pdf]

**INVOICE**

Marcela Andrade Serment

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Chicago, IL 60608

(708) 590 - 9665

marce.andrade.84@gmail.com

**BO# 371408 = \$762.50**

05-60-11999-5309004

499 Other Contracted Staff G20\_KAHLO

**BILLED TO**

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60173

**APPROVED***By Ellen McGowan at 4:30 pm, Apr 08, 2021***M.R. Serment Inc.****INVOICE NUMBER**

02282021

**DATE**

02/01/21

**TIME IN**

3:30 PM

**TIME OUT**

4:15 PM

**DESCRIPTION**

Zoom meeting with JSM, JW, and (JW). Discussed updates to the copy for the audio tour and JW to share 2nd draft of wall labels with me for review.

**TOTAL**

0.75

**DATE OF ISSUE**

02/28/2021

02/02/21

5:00 PM

11:00 PM

Worked on 2nd round of edits to the wall labels for the main gallery.

6.00

**PROJECT NAME**Frida Kahlo: Timeless Exhibition  
at College of DuPage

02/03/21

6:00 PM

12:00 AM

Continued to work on 2nd round of edits to the wall labels for the main gallery.

6.00

02/04/21

3:00 PM

3:30 PM

Prep time for meeting with JW at 3:30pm.

0.50

02/08/21

3:00 PM

4:15 PM

Meeting with JW. Next steps: Find images for my catalogue essay, provide feedback Normal's draft of catalogue, and review script for audio tour.

0.75

02/09/21

6:00 PM

11:00 PM

Worked on edits to wall labels for main gallery.

5.00

02/10/21

8:00 PM

10:00 PM

Worked on edits to catalogue draft.

2.00

02/11/21

12:00 PM

3:00 PM

Worked on audio tour script and wall labels for main gallery.

3.00

02/11/21

3:30 PM

4:15 PM

Meeting with JW. Next steps: Create master document with all text and reorganize files in google drive.

0.75

02/12/21

9:00 AM

10:00 AM

Reorganized shared files in google drive.

1.00

02/15/21

3:30 PM

4:15 PM

Meeting with JW. Next steps: ask COD librarian for help securing short video on Mex. Rev.

0.75

02/16/21

10:30 AM

11:00 AM

Reached out to Ken Orenic at COD library regarding Mex. Rev. video.

0.50

02/23/21

4:00 PM

4:30 PM

Meeting with JW. Next steps: Review JW catalogue intro.

0.50

02/28/21

7:00 PM

10:00 PM

Edited JW catalogue intro.

3.00

**TOTAL HOURS WORKED 30.50****AMOUNT DUE \$762.50****REMARKS / PAYMENT INSTRUCTIONS***Please make payments payable to M.R. Serment Inc.***AP VERIFIED****04/09/21 - BETTANY CRUSE**