

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1087327  
Vendor Name: The Morton Arboretum  
Invoice Number: JANUARY 2021  
Invoice Date: 03/08/21  
PO Number: P0373929  
Check Number: 0281722  
Check Amount: \$ 1,234.36  
Check Date: 06/08/2021  
Department ID: 04702  
Reviewer Name:  
Voucher Number: V0680523  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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:	[REDACTED]
Student Signature:	[REDACTED]
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 the following 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			
December 2020			
January 2021	103.0	16.94	1,744.82
"	5.75	25.41	146.11
"	12.50	42.3503	529.38
April 2021			2,420.31
May 2021		Fringe Benefits 2%	48.41
June 2021			2,468.72
July 2021		Divided by 2 =	1,234.36 Pay
August 2021			

**APPROVED**  
 By zehjudy at 4:32 pm, Mar 08, 2021

*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

*Steve M. Gustafson*

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From: LaSorsa, Krystina <lasorsak@cod.edu>  
Sent: Mon May 24 13:08:26 CDT 2021  
To: invoicing@cod.edu  
CC: zehjudy@cod.edu  
Subject: Morton Arb\_January\_PO  
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Hi,

Please see attached.

Thanks!

**Krystina LaSorsa**

Career Services Center

College of DuPage

(She/Her/Hers)

Meet our [team!](#)

[attachment: Approved\_MASSA\_ARB\_January.pdf]