

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1616242

Vendor Name: The Board of Trustees of the L

Invoice Number: 2021-WG-01-R

Invoice Date: 06/07/21

PO Number:

Check Number: 0282253

Check Amount: \$ 200.00

Check Date: 06/22/2021

Department ID: 00473

Reviewer Name:

Voucher Number: V0687162

Redaction Type: None

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

Document Below

AP VERIFIED
06/17/21 - 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: 6/2/2021
Vendor ID: 1616242

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
2021-WG-01	01	30	00473	5406002	Dues	\$ 200.00
Grand Total						\$ 200.00

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: The Board of Trustees of the Leland Stanford Junior University
Dept. Haas Center for Public Service
Payee Address: [Redacted]

Other Instructions: Dept. Haas Center for Public Service
Thomas Schnaubelt 562 Salvatierra Walk
Stanford, CA 94305 Please make check payable to....

Description on Check:

[Redacted Description Box]

Approvals:

Prepared By: [Redacted]
Signature: [Redacted]
Payment Due: June 30, 2021
Board Approved Date: [Redacted]

APPROVED

By Krystina LaSorsa at 4:13 pm, Jun 02, 2021

Approved By: [Redacted] Date: [Redacted]

Signature: [Redacted]
Approved By Division VP: [Redacted] Date: [Redacted]

Signature: [Redacted]

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

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.

Stanford | Haas Center for Public Service

The Hub of Cardinal Service

Partnership Agreement
Working Group Member and Haas Center for Public Service
Pathways of Public Service and Civic Engagement (PPSCE)
Framework, Survey, and Community of Practice

I. Overview

The Stanford University Haas Center for Public Service (Haas Center) has developed a "Pathways to Public Service and Civic Engagement" (PPSCE) framework and survey that allow campuses to gauge student predispositions to public service through six pathways: community engaged learning and research; community organizing and activism; direct service; philanthropy; policy and governance; and social entrepreneurship and corporate social responsibility. This survey can be used to help students find meaningful service placements, while also helping students to grow in their understanding of the variety of ways they can contribute to the public good.

To advance an improved understanding of students' interests and predispositions regarding approaches to social change, the Haas Center has invited participation in a Working Group for the PPSCE framework and survey. This group's work will be focused on the implementation, analysis, use, and refinement of the survey, creating a "community of practice" around its use. The specific roles and responsibilities are outlined below. Payment terms for membership fees are net 60 days.

II. Specific Duties

Each Working Group member is expected to:

1. Identify a primary liaison/representative willing to be responsible for the administration of the survey and communication with the Haas Center for Public Service.
2. Participate in a community of practice that connects in 3-4 videoconference calls per year and occasionally in-person at meetings or conferences.
3. Implement the PPSCE survey with at least one cohort of students at their institution (a class, a program, or any other way that is meaningful to their campus context).
4. Maintain a high level of confidentiality; the information in the shared folders/files should not be disseminated nor shared with any entities beyond participants of the PPSCE Working Group.
5. Share findings from additional analysis performed on the aggregated data set, lesson plans, and other advising tools with the Working Group by saving the data in the "Shared Data" folder on the Pathways Working Group Google Drive.
6. Be willing to support the Working Group and Haas in its efforts to pursue grants and other funding opportunities.
7. Provide a brief description detailing how the survey will be used, including the target population and anticipated number of students who will complete the survey.

The Haas Center commits to:

1. Facilitate the creation of a community of practice around the use of the PPSCE framework and survey by coordinating 3-4 videoconference calls per year with the Working Group members, having solicited agenda items from the group.
2. Provide a unique link to the PPSCE survey to each institution for its use in helping students find meaningful service placements and to grow in their understanding of the variety of ways they can contribute to the public good.
3. Provide each member with a unique link to view and access the results of the PPSCE survey from their own institutions.
4. Grant to each member, in addition to their own data, access to de-identified aggregated data of completed surveys from all participating institutions during the stated academic year. Aggregated data is available, as an Excel sheet, in the Google Drive "Shared Data" folder.
5. Seek additional funding and support through grants and other means to support the development of the Working Group and PPSCE framework and survey.

Working Group Representative Name: Krystina LaSorsa

Institution Name: College of DuPage

Telephone: 630-942-2657

Email: lasorsak@cod.edu

I agree and commit to these terms.

Signature: Ellen M. Roberts

Digitally signed by Ellen M. Roberts
Date: 2021.06.13 11:30:50 -05'00'

Date: 6.13.2021

Academic Year: 2021- 2022

For citation purposes, please use the following language and/or website: "The Pathways of Public Service and Civic Engagement framework was developed by the Haas Center for Public Service at Stanford University and is curated by the Working Group." See bit.ly/PathwaysWG aka <https://haas.stanford.edu/about/our-approach/pathways-public-service-and-civic-engagement/pathways-public-service-and-civic>.

Stanford University
Controller's Office
Receivables Accounting
TAX ID Number 94-1156365



Date 07-JUNE-2021	Invoice # 2021-WG-01-R
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BILL TO:			SUBMIT PAYMENT WITH INVOICE NUMBER TO:	
Krystina LaSorsa Manager, Career Services Center College of DuPage 425 Fawell Blvd. Glen Ellyn, IL 60137 lasorsak@cod.edu			STANFORD UNIVERSITY Dept. Haas Center for Public Service Thomas Schnaubelt 562 Salvatierra Walk Stanford, CA 94305	
Date	Stanford Expenditure	Dept. Ref.	Description	Amount
6/7/2021	Pathways Working Group membership fees	02-935	"Pathways Working Group membership FY21-22"	\$200.00
	Membership Fees		Total:	\$200.00

Note: Please make check payable to **Stanford University**, enter "**Pathways Working Group**" in the memo line, and remit payment net 60 days. Thank you!

CONTRACT APPROVAL ROUTING FORM

Contract Name	Pathways to Public Service and Civic Engagement	Date Initiated	6/8/2021
Requester Name	Krystina LaSorsa	Requester Phone	2230
Requester Email Address	lasorsak@cod.edu	Requesting Department	Career Services Center
Vendor Company Name	Stanford University Dept. Center for Public Service	Vendor Contact Phone	240.305.7438
Vendor Contact Name	Gail Robinson	Vendor Contact Email Address	gail.robinson@stanford.edu
Total Contact Value	\$ 200.00	Contract Start Date	August 2021
FY Budget	\$200.00	Contract End Date	May 2022
Vendor 1 Name		Quote	\$
Vendor 2 Name		Quote	\$
Vendor 3 Name		Quote	\$
Contract Purpose	The Stanford Survey agreement allows the Career Services Center, Service Learning Program to use a Public Service and Civic Engagement Pathway Survey. This survey is 100% anonymous but allows COD to introduce Service Learning and the importance of Civic Engagement into the Service Learning Course. Faculty have used this survey to engage students in their Service Learning Projects. In FY20, the CSC purchased the survey rights from Stanford for \$200 and will continue to contribute \$200 until funds increase. Then the CSC will reevaluate and request additional funds to support the Service Learning Program.		

Contract Type: ☐ Independent Contractor ☒ Service Agreement ☐ Lease
☐ Construction ☐ Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract?

☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (See page 2) ☒ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

Print

Sign & Date

Requester: _____

Lori Wendte Digitally signed by Lori Wendte
Date: 2021.06.08 15:28:57 -05'00'

Budget Manager: _____

Krystina LaSorsa Digitally signed by Krystina LaSorsa
Date: 2021.06.08 16:57:44 -05'00'

Dept. Administrator: _____

Steven Gustis Digitally signed by Steven Gustis
Date: 2021.06.10 15:58:45 -05'00'

Submit with contract to contracts@cod.edu when completed

Contract Reviewer Comments

Comments: _____

REVIEWED

By Lisa Erl at 5:03 pm, Jun 11, 2021

CONTRACT REVIEW AND APPROVAL COVER SHEET FORM

INSTRUCTIONS

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Vice President, Administrative Affairs. This form must be completed in full and submitted with all contracts that require a signature at least three (3) weeks prior to the contract start date.

Submit the contract, along with this form and all required support documents as outlined below, to contracts@cod.edu where all documentation will be reviewed, and, if appropriate, will be forwarded to the Vice President, Administrative Affairs for signature. Contracts submitted without complete documentation will be returned to the requester.

Required support documentation (Select only one):

- ☒ 1. Contract value less than \$5,000: Contract Purpose section should indicate action taken to confirm best price.
 - ☐ 2. Contract value between \$5,000 and \$14,999: Minimum of three (3) verbal quotes must be documented (vendor name and quoted amount) on this form or attached.
 - ☐ 3. Contract value between \$15,000 and \$24,999: Minimum of three (3) written quotes must be attached.
 - ☐ 4. Contract value of \$25,000 or greater: Bid results (bid tabulation or RFP evaluation matrix), Board Report, and confirmation of Board approval (meeting minutes or Cabinet confirmation).
 - ☐ 5. Contract submitted as exemption from quote/bid/RFP (i.e. sole source, professional services): Signed Exemption from quote/bid/RFP Approval Request form and letter from the vendor confirming they are the only source of the product/service (where applicable).
- *If vendor will be providing a service on campus, a Certificate of Liability Insurance listing the College as an additional insured and the certificate holder, accompanied by an endorsement page, is required. For additional information contact Risk Management.*
- *If computer equipment and/or software is being procured, a completed Computer Equipment/Software form (IT Review Form) must be included.*

Upon signature by the Vice President, Administrative Affairs, the original contract will be returned to the requester and a copy will be sent to the Procurement Department at purchasingforms@cod.edu for inclusion in the College's contract database. If a vendor/contractor signature is still required after signature by the Vice President, Administration, it is the responsibility of the requester to obtain the remaining signature(s) and forward a copy of the fully executed contract to Procurement at purchasingforms@cod.edu for inclusion in the College's contract database.

This approval form, and supporting documents, must be submitted at least three (3) weeks prior to the contract start date.

A copy of the signed contract, along with all required support documents, must be attached to the requisition when initiated.

From: Accounts Payable <acctpay@cod.edu>
Sent: Tue Jun 15 13:22:25 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Check Request

From: Wendte, Lori <wendtel19@cod.edu>
Sent: Tuesday, June 15, 2021 1:02 PM
To: Accounts Payable <acctpay@cod.edu>
Subject: Check Request

Hello,

Attached is the check request for Stanford and all the required supporting documentation. Please let me know if you need anything else.

Thank you,

Lori Wendte
Administrative Assistant
College of DuPage
Career Services Center | SSC3258
P: (630)942-2231 | F: (630)942-4596



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[attachment: CHECK REQUEST FORM Stanford 2021-2022.pdf]
[attachment: DuPage Pathways WorkingGroup Agreement 2021-2022 (1) (1).pdf]
[attachment: Pathways invoice 2021-WG-01-R DuPage.pdf]
[attachment: Stanford Univ Dept Center for Public Svc and Civic Engagement Career Svcs KL 6.11.21.pdf]