

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087327
Vendor Name: The Morton Arboretum
Invoice Number: 032021
Invoice Date: 03/01/21
PO Number: P0373928
Check Number: 0282325
Check Amount: \$ 1,804.57
Check Date: 06/22/2021
Department ID: 04702
Reviewer Name:
Voucher Number: V0687269
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:	
Student:	
Student:	
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.

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			
March 2021	101.25	16.94	\$1,715.18
April 2021		Fringe Benefits	34.31
May 2021		2%	
June 2021			1,749.49
July 2021		Divide by 2	874.75
August 2021			

AP VERIFIED
06/18/21 - ISABEL BARRIOS

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

APPROVED

By zehjudy at 4:29 pm, May 12, 2021

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1087327
The Morton Arboretum
Membership
4100 Ill. Rte. 53
Lisle, IL 60532-1293
Attn: Customer Service

Phone: 630-719-2468
Fax:

PURCHASE ORDER

373928

Page: 1

Release Method: Hard Copy

Release Date: 05/24/2021

Created Date: 05/24/2021

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: LaSorsa, Krystina**PO Created By:** Dando, Anne Marie**Purchase Order Comments:****Requisition Number(s):** 685397**Requisitioner Name(s):** Krystina LaSorsa

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Massa_MortonArb_March2021	\$874.75	\$874.75
Deliver To: LaSorsa, Krystina						
2		1	Each	Massa_MortonArb_April2021	\$929.82	\$929.82
Deliver To: LaSorsa, Krystina						
Sub Total: \$						1,804.57
Total: \$						1,804.57

Account Code Summary

Account Code	Account Description	Amount
06-10-04702-5309001		\$1,804.57

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

373928

Page: 2**Release Method:** Hard Copy**Release Date:** 05/24/2021**Created Date:** 05/24/2021

From: LaSorsa, Krystina <lasorsak@cod.edu>
Sent: Thu Jun 17 21:20:15 CDT 2021
To: invoicing@cod.edu
CC: zehjudy@cod.edu,gustis@cod.edu
Subject: Updated PO_Morton Arb_March_2021-IBHE

Hello!

Attached is the updated form for the IBHE grant FY21, PO: 373928. Thank you for catching my error. If you need anything else, please let me know.

Have a good weekend!

Krystina LaSorsa

Career Services Center

College of DuPage

(She/Her/Hers)

Meet our [team!](#)

[attachment: Revised_Approved_Massa_March.pdf]

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Invoice Number: 042021

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Check Number: 0282325

Check Amount: \$ 1,804.57

Check Date: 06/22/2021

Department ID: 04702

Reviewer Name:

Voucher Number: V0687270

Redaction Type: None

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

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PO: 373928

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Contact Signature:	<i>Tracey A Campbell</i>
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August 2020			
September 2020			
October 2020			
November 2020			
December 2020			
January 2021			
February 2021			
March 2021			
April 2021	107.25	16.94	1816.82
April 2021	.25	25.41	6.35
June 2021		Total	1,823.17
July 2021		Fringe Benefits 2%	36.47
August 2021			1,859.64 / 2 = \$929.82

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

Steve M. Gustafson

APPROVED

By zehjudy at 5:00 pm, May 12, 2021

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Glen Ellyn, IL 60137

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From: LaSorsa, Krystina <lasorsak@cod.edu>
Sent: Thu Jun 17 21:20:58 CDT 2021
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: Morton Arb_April_PO_IBHE

Hi,

Please see attached.

Thank you!

Krystina LaSorsa

Career Services Center

College of DuPage

(She/Her/Hers)

Meet our [team!](#)

[attachment: Revised_Aproved_Massa_April.pdf]