

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 0517564
Vendor Name: Ms Susan E. Alliss
Invoice Number: HONORARIUM/063021
Invoice Date: 06/30/21
PO Number:
Check Number: 0282850
Check Amount: \$ 250.00
Check Date: 07/13/2021
Department ID: 00237
Reviewer Name:
Voucher Number: V0689184
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Lang, Jessica <langj@cod.edu>
Sent: Wed Jun 30 11:16:03 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Susan Alliss \$250.00

Jessica Lang
Program Support Specialist, Nursing & Health Sciences
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137
630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax
langj@cod.edu

[attachment: Susan Alliss - \$250.00 - sent to AP 6.30.21.pdf]

HONORARIUM

College of DuPage - Accounts Payable

Check Request Form

revised 12/18/17

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 - Check Request Procedure No. 10-65

Date: 6/30/2021
Vendor ID: 0517564

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	10	00237	5908001	#N/A	\$ 150.00
		01	10	00237	5908001	#N/A	\$ 100.00
Grand Total							\$ 250.00

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.

AP VERIFIED
06/30/21 - MARIA ZERRUDO

Payee Name: Susan Alliss
Payee Address: 2609 Moutray Ln
North Aurora, IL 60542

Other
Instructions:

Description on Check:

Presentation/lecturer for the Physical Therapist Assistant program for 6/28/21 and 6/29/21 at a total of \$250.00

Approvals:

Prepared By: Jessica Lang
Signature: *Jessica Lang*
Payment Due: \$250.00
Board Approved Date:

Approved By: Lisa Stock Date:
Signature: **APPROVED**
By Lisa Stock at 10:43 am, May 28, 2021 Date:
Approved By: Date:
Signature: Date:

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

From: [Lang, Jessica](#)
To: [Stock, Lisa](#)
Subject: RE: PHYTA 2104 speakers
Date: Thursday, May 27, 2021 11:06:00 AM

Thank you Lisa!

Jessica Lang

Program Support Specialist, Nursing & Health Sciences
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137
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From: Stock, Lisa <stockl@cod.edu>
Sent: Thursday, May 27, 2021 11:05 AM
To: Lang, Jessica <langj@cod.edu>
Subject: RE: PHYTA 2104 speakers

approved

Lisa Stock, Ph.D.
Assistant Provost of Instruction

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
Phone: 630-942-2652

From: Lang, Jessica <langj@cod.edu>
Sent: Wednesday, May 26, 2021 9:01 PM
To: Stock, Lisa <stockl@cod.edu>
Cc: McConnell, Amy <mcconnella1369@cod.edu>
Subject: RE: PHYTA 2104 speakers

Good Evening Lisa,

Just wanted to check in to see if you approve of the below speakers for the PTA program.

Thanks,

Jessica Lang

Program Support Specialist, Nursing & Health Sciences
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137
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From: Lang, Jessica
Sent: Tuesday, May 18, 2021 5:41 PM
To: Stock, Lisa <stockl@cod.edu>
Cc: McConnell, Amy <mcconnella1369@cod.edu>
Subject: FW: PHYTA 2104 speakers

Hi Lisa,

Sharon would like to have the below guest speakers for the PTA program; do you approve? We have a budget set aside for this.

Thank you,

Jessica Lang

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From: Lang, Jessica
Sent: Tuesday, May 18, 2021 5:35 PM
To: Roschay, Sharon <roschay@cod.edu>
Subject: RE: PHYTA 2104 speakers

Thank you!!

From: Roschay, Sharon <roschay@cod.edu>
Sent: Tuesday, May 18, 2021 5:34 PM
To: Lang, Jessica <langj@cod.edu>
Subject: RE: PHYTA 2104 speakers

Hi Jessica,
I knew I was forgetting something.
Sorry!
Take care.
Sharon

From: Lang, Jessica <langj@cod.edu>
Sent: Tuesday, May 18, 2021 5:30 PM
To: Roschay, Sharon <roschay@cod.edu>
Subject: RE: PHYTA 2104 speakers

Hi Sharon,

Could you please how much you would like to pay each of them and then I will send to Lisa for approval? I am still waiting on a W9 from Mitchell Anderson and Micheline Mennecke.

Thanks,

Jessica Lang

Program Support Specialist, Nursing & Health Sciences
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137
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From: Roschay, Sharon <roschay@cod.edu>
Sent: Tuesday, May 18, 2021 5:27 PM
To: Lang, Jessica <langj@cod.edu>
Subject: PHYTA 2104 speakers

Mon 6/14	Vestibular rehabilitation	\$150
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	Mitchell Anderson, PT, DPT	
Wed 6/16	Amputation/Residual limb wrapping Lymphedema Mary Zalinger, PT, DPT, CLT	\$150
Tues 6/22	Sports Medicine Micheline Mennecke, PT, MPT, ART-Cert.	\$150
Wed 6/23	Women's Health Michelle Musial, PT, MPT	\$100
Mon 6/28	Pediatrics Susan Alliss PTA, CSCS	\$150
Tues 6/29	Pediatrics Susan Alliss PTA, CSCS	\$100

Hi Jessica,

Here is the list of the individuals presenting for the summer class. Due COVID, last year PHYTA 2104 was entirely online. This resulted in Susan Alliss performed her presentation / lab last year during the fall semester in PHYTA 2103. This presentation/lab will be during PHYTA 2104 and has been extended to 2 days to cover materials needed to better prepare the students for PHYTA 2103.

Please let me know if you have any questions.

Sharon Roschay
Professor
Program Director and Academic Coordinator of Clinical Education
Physical Therapist Assistant Program
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
(630) 942-3337
roschay@cod.edu