

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1420027

Vendor Name: Michelle Musial

Invoice Number: 06/24/21

Invoice Date: 06/24/21

PO Number:

Check Number: 0282970

Check Amount: \$ 100.00

Check Date: 07/13/2021

Department ID: 00237

Reviewer Name:

Voucher Number: V0688200

Redaction Type: None

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

Document Below

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: 6/24/2021

Vendor ID: 1420027

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

Check the appropriate box below and sign



We the undersigned, hereby certify that the goods/services for which payment is being 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 being 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: Michelle Musial

Other
Instructions:

Payee Address: 8637 Brookside Glen Dr.
Tinley Park, IL 60487

Description on Check:

Presentation/lecturer for the Physical Therapist Assistant program for 6/23/21 for \$100.00

Approvals:

Prepared By: Jessica Lang

Approved By: Lisa Stock

Date:

Signature:

Jessica Lang

Signature:

APPROVED

By Lisa Stock at 10:40 am, May 28, 2021

Payment Due:

\$100.00

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Date:

Signature:

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

From: Lang, Jessica <langj@cod.edu>
Sent: Thu Jun 24 10:05:46 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Michelle Musial - \$100

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: Michelle Musial - \$100.00 - sent to AP 6.24.21.pdf]

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
630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax
langj@cod.edu

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
630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax
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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

Program Support Specialist, Nursing & Health Sciences
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langj@cod.edu

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

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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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Wed 6/16		\$150
Tues 6/22		\$150
Wed 6/23		\$100
Mon 6/28		\$150
Tues 6/29		\$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