

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1629020

Vendor Name: Planit Landscape Perspectives

Invoice Number: P0000115

Invoice Date: 08/19/21

PO Number: P0000115

Check Number: E0086077

Check Amount: \$ 1,723.04

Check Date: 08/25/2021

Department ID: 04702

Reviewer Name:

Voucher Number: V0694348

Redaction Type: FERPA

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

Document Below

PO:P0000115

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:	Plant Landscape Perspectives
Contact Name:	Amanda Arnold
Contact Signature:	
AP VERIFIED	
08/20/21 - BETHANY CRUSE	
	
Student Program: Horticulture	
Description of work performed: Landscape Design/Management/ Installation	
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	43	18/20/22/30 project depending	783.50 908.00
April 2021	40.25	18/20/22/30 project depending	702.50 <u>938.50</u>
May 2021			1,846.50
June 2021		Fringe Benefits 2%	<u>36.93</u>
July 2021			1,883.43
August 2021		Divide by 2	<u>\$941.72</u>

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

APPROVED
By zehjudy at 3:50 pm, Jul 08, 2021



From: Zeh, Judy <zehjudy@cod.edu>
Sent: Thu Aug 19 11:24:35 CDT 2021
To: sekerkaj@cod.edu
CC: invoicing@cod.edu
Subject: RE: IBHE FY21/22

Hi Joyce,

This was the weird one with the password. I scanned it and resaved it so it should open for you. Let me know if you have a problem.

Judy

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Thursday, August 19, 2021 10:50 AM
To: Zeh, Judy <zehjudy@cod.edu>
Subject: RE: IBHE FY21/22

Hi Judy,

We are just processing the Bee Girl PO. Was the Planit invoice also send to invoicing@cod.edu? Can you please resend?

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu



From: Zeh, Judy <zehjudy@cod.edu>
Sent: Thursday, August 19, 2021 10:39 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: RE: IBHE FY21/22

Good Morning Joyce,

Thank you so much for pushing through The Morton Arboretum and Sterling Studio. I just wanted to check with you on Planit-P0000115 and Bee Girl-P0000092. These did not go through so I want to make sure there wasn't a problem. Could you confirm that all is good to be paid and whether they will be paid this week or next?

Thank you again for all your help.

Judy Zeh

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Tuesday, August 17, 2021 2:45 PM
To: Zeh, Judy <zehjudy@cod.edu>
Subject: RE: IBHE FY21/22

Hi Judy,

I don't see any of these processed. Have the invoices been submitted?

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu



From: Zeh, Judy <zehjudy@cod.edu>
Sent: Tuesday, August 17, 2021 2:34 PM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: IBHE FY21/22

Hi Joyce,

We have 4 PO's sitting in encumbered that we need to get paid. Would you be able to check the status on these?

P0000115	Planit Landscape	\$941.72
P0000092	Bee Girl Enterprises	\$1,748.02
P0000091	Sterling Studio	\$1,954.83
P0000085	The Morton Arboretum	\$717.07

The Morton Arboretum is a paper check so we would need that to be in this weeks run.

Please let me know so we can get these moving.

Thank you.

Judy Zeh
College of DuPage
Grant Accountant

[attachment: scanned IBHE FY21 Planit Mar-April.pdf]



CHAPARRALS

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1629020

Vendor Name: Planit Landscape Perspectives

Invoice Number: P0000425

Invoice Date: 08/16/21

PO Number: P0000425

Check Number: E0086077

Check Amount: \$ 1,723.04

Check Date: 08/25/2021

Department ID: 04702

Reviewer Name:

Voucher Number: V0694541

Redaction Type: FERPA

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

Document Below

P0000425

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

AP VERIFIED

08/23/21 - BETHANY CRUSE

Company:
 PlanIt Landscape Perspectives

Contact Name:
 Amanda Arnold

Contact Signature:
 Amanda Arnold 8/3/21

Amanda

Digitally signed by
 Amanda Arnold

Horticulture

Description of work performed:

Landscape Design, Installation and Maintenance Services

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	<i>Stu M. Gust</i>		
March 2021			
April 2021			
May 2021	<i>25.5</i> 49.5	18/20/22 project depending	890.20 <i>509.00</i>
June 2021	<i>49.5</i> 83	18/20/22 project depending	1578.59 <i>1023.00</i>
July 2021		<i>forge ban 2%</i>	<i>1,532.00</i>
August 2021			<i>30.64</i>

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

MAY - $2.5 @ 18.00 = 45.00$
 $21.0 @ 20.00 = 420.00$
 $2.0 @ 22.00 = 44.00$
25.5 509.00

JUNE $4.5 @ 18 = 81.00$
 $24.0 @ 20 = 480.00$
 $21.0 @ 22 = 462.00$
49.5 1023.00

1,562.64 - 2 =
\$781.32

July 21
816

From: LaSorsa, Krystina <lasorsak@cod.edu>
Sent: Mon Aug 23 08:11:23 CDT 2021
To: invoicing@cod.edu
CC: zehjudy@cod.edu
Subject: PlanIt Landscape

Please see attached.

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Krystina LaSorsa

Interim Manager-Career Services Center
Service Learning and Internship Coordinator
College of DuPage

630-942-2230

She/Her/Hers

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Hire a Chaparral!

cod.edu/chapsgethired

[attachment: approved_T. Hughes May-June payment.pdf]