

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 42619  
Invoice Date: 5/28/2022  
PO Number: B0000554  
Check Number: E0090034  
Check Amount: \$ 2,873.70  
Check Date: 06/15/2022  
Voucher Number: V0740870  
Document Type: AP Invoice

Document Below

Remit To:



**Banner Personnel Service, Inc.**

**7425 Janes Avenue, Suite 201  
Woodridge, IL 60517  
630-515-0500**

Accounts Payable  
College Of DuPage  
425 22nd St  
Glen Ellyn, IL 60137

**Branch Name: Naperville**

| Invoice Date | Invoice #   |
|--------------|-------------|
| 5/28/2022    | 42619       |
| Customer #   | Invoice Amt |
| 48221        | \$1,088.10  |

TERMS: Unless otherwise provided for under contract:  
This invoice must be paid within 10 days. Any invoiced amount not  
paid within 30 days will accrue interest at the rate of 1% per month or at  
the maximum rate permitted by law. Client directed travel or expense  
costs will be assessed a 5% handling charge.

**Please detach and return with remittance**

PO Number:B0000554

| Employee    | Description   | Reg Hrs | Rate    | OT Hrs | OT Rate | Total      |
|-------------|---|---------|---------|--------|---------|------------|
| Smith, Emma | <b>WeekendDate: 5/28/2022</b><br>Customer Service Representative<br>Department Name: Marketing and Creative<br>Services | 39.00   | \$27.90 | 0.00   | \$41.85 | \$1,088.10 |

**Please Pay \$1,088.10**



**Banner Personnel**  
Temporary Employee Time Sheet



|                        |   |   |   |   |   |   |   |   |  |
|------------------------|---|---|---|---|---|---|---|---|--|
| SOCIAL SECURITY NUMBER |   |   |   |   |   |   |   |   |  |
| X                      | X | X | X | X | 2 | 5 | 9 | 5 |  |

|                                     |                      |
|-------------------------------------|----------------------|
| EMPLOYEE: LAST NAME<br><b>SMITH</b> | FIRST<br><b>EMMA</b> |
|-------------------------------------|----------------------|

|   |          |
|---|----------|
| I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET. |          |
| EMPLOYEE  |          |
| SIGNATURE   | <b>X</b> |

|   |
|---|
| COMPANY NAME<br><b>COLLEGE OF DuPAGE</b>                        |
| ADDRESS<br><b>INSTITUTIONAL RESOURCE CENTER, S LAMBERT ROAD</b> |
| CITY/STATE/ZIP<br><b>GLEN ELLYN, IL 60137</b>                   |

EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSTRUED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

|                                     |
|-------------------------------------|
| WEEK ENDING SATURDAY<br><b>5/28</b> |
|-------------------------------------|

|  | DATE        | TIME<br>STARTED | TIME<br>FINISHED | LESS<br>LUNCH | HOURS<br>WORKED  |
|--|-------------|-----------------|------------------|---------------|------------------|
| SUN  | <b>5/22</b> | X               | X                | X             | X                |
| MON  | <b>5/23</b> | <b>9</b>        | <b>5:30</b>      | <b>.5</b>     | <b>8</b>         |
| TUE  | <b>5/24</b> | <b>9</b>        | <b>5:30</b>      | <b>.5</b>     | <b>8</b>         |
| WED  | <b>5/25</b> | <b>9</b>        | <b>5:30</b>      | <b>.5</b>     | <b>8</b>         |
| THU  | <b>5/26</b> | <b>9</b>        | <b>5:30</b>      | <b>.5</b>     | <b>8</b>         |
| FRI  | <b>5/27</b> | <b>9</b>        | <b>4:30</b>      | <b>.5</b>     | <b>7</b>         |
| SAT  | <b>5/28</b> | X               | X                | X             | X                |
| TOTAL TO NEAREST QUARTER HOUR.<br>MINIMUM ASSIGNMENT TIME IS 4 HOURS.<br>CLIENT WILL BE BILLED FOR HOURS LISTED. |             |                 |                  |               | <b>TOTAL: 39</b> |

|   |       |
|---|-------|
| <b>CLIENT AGREEMENT</b>   |       |
| BANNER HAS INCURRED EXPENSE IN RECRUITING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH BANNER, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY NAMED HEREON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF BANNER AND PAYMENT OF THE APPLICABLE FEE (SEE <a href="http://WWW.BANNERPERSONNEL.COM/TERMS.HTM">WWW.BANNERPERSONNEL.COM/TERMS.HTM</a> ). |       |
| I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.   |       |
| CLIENT SIGNATURE<br><b>X</b>  | TITLE |

Please fax or email to: 630.505.4566 or  
[bps\\_naperville@bannerpersonnel.com](mailto:bps_naperville@bannerpersonnel.com)

Molly Blubaugh <mblubaugh@theplusgroup.com>

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**[External] Banner Personnel Service, Inc. Invoice - 1 of 2**

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Molly Blubaugh <mblubaugh@theplusgroup.com>

Thu, Jun 2, 2022 at 11:15 PM GMT

CC:

BCC:

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**1 attachment**

COD 42619 + timecard.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 42570  
Invoice Date: 5/21/2022  
PO Number: B0000554  
Check Number: E0090034  
Check Amount: \$ 2,873.70  
Check Date: 06/15/2022  
Voucher Number: V0740871  
Document Type: AP Invoice

Document Below

Remit To:



**Banner Personnel Service, Inc.**

**7425 Janes Avenue, Suite 201  
Woodridge, IL 60517  
630-515-0500**

Accounts Payable  
College Of DuPage  
425 22nd St  
Glen Ellyn, IL 60137

**Branch Name: Naperville**

| Invoice Date | Invoice #   |
|--------------|-------------|
| 5/21/2022    | 42570       |
| Customer #   | Invoice Amt |
| 48221        | \$1,116.00  |

TERMS: Unless otherwise provided for under contract:  
This invoice must be paid within 10 days. Any invoiced amount not  
paid within 30 days will accrue interest at the rate of 1% per month or at  
the maximum rate permitted by law. Client directed travel or expense  
costs will be assessed a 5% handling charge.

**Please detach and return with remittance**

PO Number: B0000554

| Employee    | Description   | Reg Hrs | Rate    | OT Hrs | OT Rate | Total      |
|-------------|---|---------|---------|--------|---------|------------|
| Smith, Emma | <b>WeekendDate: 5/22/2022</b><br>Customer Service Representative<br>Department Name: Marketing and Creative<br>Services | 40.00   | \$27.90 | 0.00   | \$41.85 | \$1,116.00 |

**Please Pay \$1,116.00**



# Banner Personnel

## Temporary Employee Time Sheet

|   |   |   |   |   |                      |   |   |   |  |
|---|---|---|---|---|----------------------|---|---|---|--|
| SOCIAL SECURITY NUMBER  |   |   |   |   |                      |   |   |   |  |
| X   | X | X | X | X | 2                    | 5 | 9 | 5 |  |
| EMPLOYEE: LAST NAME<br><b>SMITH</b>                               |   |   |   |   | FIRST<br><b>EMMA</b> |   |   |   |  |
| I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET. |   |   |   |   |                      |   |   |   |  |
| EMPLOYEE<br>SIGNATURE <b>X</b>                                    |   |   |   |   |                      |   |   |   |  |
| COMPANY NAME<br><b>COLLEGE OF DuPAGE</b>                          |   |   |   |   |                      |   |   |   |  |
| ADDRESS<br><b>INSTITUTIONAL RESOURCE CENTER, S LAMBERT ROAD</b>   |   |   |   |   |                      |   |   |   |  |
| CITY/STATE/ZIP<br><b>GLEN ELLYN, IL 60137</b>                     |   |   |   |   |                      |   |   |   |  |

EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSTRUED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

WEEK ENDING SATURDAY  
**5/21**

|  | DATE | TIME STARTED | TIME FINISHED | LESS LUNCH | HOURS WORKED |
|--|------|--------------|---------------|------------|--------------|
| SUN  | 5/15 | X            | X             | X          | X            |
| MON  | 5/16 | 9            | 5:30          | .5         | 8            |
| TUE  | 5/17 | 9            | 5:30          | .5         | 8            |
| WED  | 5/18 | 9            | 5:30          | .5         | 8            |
| THU  | 5/19 | 9:30         | 5:30          | .5         | 7.5          |
| FRI  | 5/20 | 9            | 6:00          | .5         | 8.5          |
| SAT  | 5/21 | X            | X             | X          | X            |
| TOTAL TO NEAREST QUARTER HOUR.<br>MINIMUM ASSIGNMENT TIME IS 4 HOURS.<br>CLIENT WILL BE BILLED FOR HOURS LISTED. |      |              |               | TOTAL:     | 40           |

**CLIENT AGREEMENT**  
BANNER HAS INCURRED EXPENSE IN RECRUITING ITS EMPLOYEES. AS PART OF YOUR AGREEMENT WITH BANNER, THE CLIENT AGREES NOT TO HIRE THE TEMPORARY NAMED HEREON AS AN EMPLOYEE, CONSULTANT, INDEPENDENT CONTRACTOR, OR IN ANY OTHER POSITION IN THE COMPANY WITHOUT PRIOR CONSENT OF BANNER AND PAYMENT OF THE APPLICABLE FEE (SEE [WWW.BANNERPERSONNEL.COM/TERMS.HTM](http://WWW.BANNERPERSONNEL.COM/TERMS.HTM)).  
I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

CLIENT SIGNATURE  
**X Jorgensen, Laurette**

TITLE  
Digitally signed by Jorgensen, Laurette  
Date: 2022.05.23 11:49:31 -05'00'

Please fax or email to: 630.505.4566 or  
[bps\\_naperville@bannerpersonnel.com](mailto:bps_naperville@bannerpersonnel.com)

Molly Blubaugh <mblubaugh@theplusgroup.com>

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**[External] Banner Personnel Service, Inc. Invoice - 2 of 2**

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Molly Blubaugh <mblubaugh@theplusgroup.com>

Fri, May 27, 2022 at 01:21 AM GMT

CC:

BCC:

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**1 attachment**

COD 42570 + timecard.pdf



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 42637  
Invoice Date: 6/4/2022  
PO Number: B0000554  
Check Number: E0090034  
Check Amount: \$ 2,873.70  
Check Date: 06/15/2022  
Voucher Number: V0740965  
Document Type: AP Invoice

Document Below

Remit To:



**Banner Personnel Service, Inc.**

**7425 Janes Avenue, Suite 201  
Woodridge, IL 60517  
630-515-0500**

Accounts Payable  
College Of DuPage  
425 22nd St  
Glen Ellyn, IL 60137

**Branch Name: Naperville**

| Invoice Date | Invoice #   |
|--------------|-------------|
| 6/4/2022     | 42637       |
| Customer #   | Invoice Amt |
| 48221        | \$669.60    |

TERMS: Unless otherwise provided for under contract:  
This invoice must be paid within 10 days. Any invoiced amount not  
paid within 30 days will accrue interest at the rate of 1% per month or at  
the maximum rate permitted by law. Client directed travel or expense  
costs will be assessed a 5% handling charge.

**Please detach and return with remittance**

PO Number:B0000554

| Employee    | Description  | Reg Hrs | Rate    | OT Hrs | OT Rate | Total    |
|-------------|--|---------|---------|--------|---------|----------|
| Smith, Emma | <b>WeekendDate: 6/4/2022</b><br>Customer Service Representative<br>Department Name: Marketing and Creative<br>Services | 24.00   | \$27.90 | 0.00   | \$41.85 | \$669.60 |

**Please Pay \$669.60**



**Banner Personnel**  
Temporary Employee Time Sheet



| SOCIAL SECURITY NUMBER |   |   |   |   |   |   |   |   |  |
|------------------------|---|---|---|---|---|---|---|---|--|
| X                      | X | X | X | X | 2 | 5 | 9 | 5 |  |

|                                     |                      |
|-------------------------------------|----------------------|
| EMPLOYEE: LAST NAME<br><b>SMITH</b> | FIRST<br><b>EMMA</b> |
|-------------------------------------|----------------------|

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.  
EMPLOYEE  
SIGNATURE **X**

COMPANY NAME  
**COLLEGE OF DuPAGE**

ADDRESS  
**INSTITUTIONAL RESOURCE CENTER, S LAMBERT ROAD**

CITY/STATE/ZIP  
**GLEN ELLYN, IL 60137**

EVERY TEMPORARY EMPLOYEE IS REQUIRED TO CONTACT BANNER PERSONNEL, INC. WHEN THEIR ASSIGNMENT WITH A CUSTOMER ENDS. IF THE EMPLOYEE FAILS TO CONTACT THE FIRM, THE EMPLOYEE WILL BE CONSIDERED TO HAVE LEFT WORK VOLUNTARILY WITHOUT CAUSE, AND UNEMPLOYMENT BENEFITS MAY BE DENIED. ACCEPTANCE OF THIS TEMPORARY JOB CANNOT BE CONSTRUED AS A GUARANTEE OF FULL TIME EMPLOYMENT.

WEEK ENDING SATURDAY  
**6/4**

|     | DATE        | TIME<br>STARTED | TIME<br>FINISHED | LESS<br>LUNCH | HOURS<br>WORKED |
|-----|-------------|-----------------|------------------|---------------|-----------------|
| SUN | <b>5/29</b> | X               | X                | X             | X               |
| MON | <b>5/30</b> | X               | X                | X             | X               |
| TUE | <b>5/31</b> | 9               | <b>5:30</b>      | .5            | 8               |
| WED | <b>6/1</b>  | 9               | <b>5:30</b>      | .5            | 8               |
| THU | <b>6/2</b>  | 9               | <b>5:30</b>      | .5            | 8               |
| FRI | <b>6/3</b>  | X               | X                | X             | X               |
| SAT | <b>6/4</b>  | X               | X                | X             | X               |

|  |               |           |
|--|---------------|-----------|
| TOTAL TO NEAREST QUARTER HOUR.<br>MINIMUM ASSIGNMENT TIME IS 4 HOURS.<br>CLIENT WILL BE BILLED FOR HOURS LISTED. | <b>TOTAL:</b> | <b>24</b> |
|--|---------------|-----------|

**CLIENT AGREEMENT**  
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I CERTIFY THAT THE ABOVE HOURS ARE CORRECT.

|  |  |
|--|--|
| CLIENT SIGNATURE<br><b>Xmauigalvan</b> | TITLE<br><b>Digital Marketing specialist</b> |
|--|--|

Please fax or email to: 630.505.4566 or  
[bps\\_naperville@bannerpersonnel.com](mailto:bps_naperville@bannerpersonnel.com)

Molly Blubaugh <mblubaugh@theplusgroup.com>

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**[External] Banner Personnel Service, Inc. Invoice - 1 of 2**

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Molly Blubaugh <mblubaugh@theplusgroup.com>

Thu, Jun 9, 2022 at 06:00 PM GMT

CC: Terri Olson <TOlson@theplusgroup.com>

BCC:

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