

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1462344
Vendor Name: Chicago Flyhouse Inc.
Invoice Number: EM-HOPJ042722
Invoice Date: 4/27/2022
PO Number:
Check Number: 0299062
Check Amount: \$ 2,900.00
Check Date: 05/13/2022
Voucher Number: V0737473
Document Type: AP Invoice

Document Below

**College of DuPage
Human Resources**

Please refer to the "Concur Professional Development Procedure" in the Forms Library to complete your request/expense.

Joseph Hopper

EMPLOYEE NAME

0049805

COLLEAGUE ID #

2913

PHONE EXT.

MAC

DEPARTMENT

4-21-22

DATE OF REQUEST

**Professional/Educational Development
Tuition Reimbursement**

Check One: Classified ☐ Managerial ☒ FOP ☐ Union 399 ☐

Board policy has established a maximum amount of reimbursement per fiscal year. Each fiscal year begins July 1 and ends June 30 and is dependent upon course completion date.

Eligible after six months' probation.

This form must be completed and signed by the appropriate supervisor and department authorized budget signatory before enrolling in the class, workshop or other activity.

Check contract/guidebook for further clarification.

Please attach copy of completed registration form (circle amount requesting).

College/University/Seminar Sponsor

Chicago Flyhouse Inc.

Date class begins/Date class ends

6/20/22 / 6/21/22

Is course job related? ☒ Yes ☐ No

Describe how course is job related:

Teaches safety standards, force calculations, and equipment selection for overhead lifting.

Address (if requesting a Pre-Payment)

Name of Course/s

On-site, Overhead Rigging safety training, 2 day.

Is this a wellness course? ☐ Yes ☒ No
(Maximum amount for FY \$240.00)

Is course part of a degree program? ☐ Yes ☒ No

Are You Requesting:

(check all that apply)

Enter Amount:

- ☐ Reimbursement for conference/seminar/class \$ _____
- ☐ Required Class Materials \$ _____
- ☒ †Pre-payment for COD credit & non-credit class/conference/seminar/class (>\$50) \$ 580.00
- ☐ Travel \$ _____
(check your contract/guidebook for specifics on allowable travel reimbursements)
- ☐ COD Health Club \$ _____
- ☐ #Non-COD Health Club/Non-COD Fitness/Wellness classes* \$ _____
including Weight Watchers

Needed to Complete Process:

Proof of completion and proof of payment

Proof of payment

Proof of completion

Proof of completion and proof of payment

Proof of payment

*No Pre-Payments #These are taxable to the employee

†When requesting a pre-payment, attach a registration form or invoice to this form. If using Concur, please contact Accounts Payable for payment. If I receive an advance, I understand I must produce evidence of satisfactory completion of the course or seminar within 60 days. Failure to do this will result in the cost of the course or seminar being deducted from my paycheck. H (Initial here)

REQUIRED <input checked="" type="checkbox"/> Approved	
<i>[Signature]</i>	4/25/22
SUPERVISOR'S SIGNATURE	DATE
<i>[Signature]</i>	4/25/22
DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE	DATE
<i>[Signature]</i>	
COMPENSATION SPECIALIST	

HUMAN RESOURCES OFFICE USE ONLY	
Amount of Payment: \$	580.00
Account #01-90-00835-52090-17	FY 22
Date request sent to Accounts Payable:	4/27/22
Date request approved:	
Date expense approved:	

SEND COMPLETED FORM WITH PROOF OF COMPLETION AND PROOF OF PAYMENT (if applicable) TO HUMAN RESOURCES



TRAINING QUOTE
RIGGING TRAINING | FEBRUARY 11, 2022

COLLEGE OF DUPAGE MCANINCH ARTS CENTER
425 FAWELL AVENUE
GLEN ELLYN, IL 60137
ATTN: BEN JOHNSON, (630) 942-3006
JOHNSONB2@COD.EDU

June 20-21, 2022

PROPOSED WORK:

- ETCP Certified Trainer to provide rigging training at your venue on dates to be determined.
- The course consists of two, eight-hour class days covering principles and practices of safe rigging.
- The course may have up to 15 participants on each day.
- Class sized are limited to allow ample time to review content thoroughly and for adequate time to learn and understand the material.
- Rigging topics include:
 - Breaking Strength, Design Factor and Working Load Limit
 - Hardware selection and use
 - Codes and Standards
 - Forces and Loads in rigging systems
 - Counterweight Systems, components and safe use
 - Truss rigging and inspection
 - Rigging Math – beam loading, bridles and more
 - Resources for rigging and further study
- Primary and supplemental class materials provided

TOTAL PRICE:

\$2,900

TERMS:

- Payment terms: 60% due upon confirmation, 40% due upon completion.
- Confirmation of training dates must include six weeks advance notice to allow for scheduling arrangements.
- This quote is based on working Monday thru Friday, between the hours of 8am to 5pm.
- All agreements contingent upon accidents, strikes, acts of God or delay beyond our control.
- This quote contains proprietary information: no portion, part, drawing and/or photographic reproduction is to be shared or provided to other vendors, customers, suppliers or competitors of The Chicago Flyhouse Incorporated.



TRAINING QUOTE
RIGGING TRAINING | FEBRUARY 11, 2022

SIGN FOR APPROVAL AND EMAIL TO ELEAHY@FLYHOUSE.COM OR FAX TO 773-533-1598:

NAME: TITLE: PO #:
ADDRESS: CITY: STATE/ZIP:
PHONE: EMAIL ADDRESS:

I HEREBY CONFIRM THE ABOVE QUOTED WORK AND AGREE TO THE PAYMENT AND OTHER TERMS AS SHOWN:

DocuSigned by:
Ellen Roberts 4/7/2022
40068CF08C3E425
SIGNATURE DATE

"Cassel, Adrienne" <cassel@cod.edu>

PD form- J. Hopper

"Cassel, Adrienne" <cassel@cod.edu>

Wed, Apr 27, 2022 at 02:29 PM GMT

CC: Johnson, Benjamin <johnsonb2@cod.edu>

BCC:

Please process.

Adrienne Cassel

Human Resources, Compensation Specialist

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

(630) 942-4233

1 attachment

PD Hopper, J. Flyhouse.pdf