

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 42476  
Invoice Date: 5/7/2022  
PO Number: B0000554  
Check Number: E0089677  
Check Amount: \$ 1,081.13  
Check Date: 05/18/2022  
Voucher Number: V0738776  
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**

<b>Invoice Date</b>	<b>Invoice #</b>
5/7/2022	42476
<b>Customer #</b>	<b>Invoice Amt</b>
48221	\$1,081.13

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**

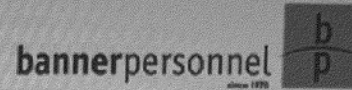
**PO Number: B0000554**

<b>Employee</b>	<b>Description</b>	<b>Reg Hrs</b>	<b>Rate</b>	<b>OT Hrs</b>	<b>OT Rate</b>	<b>Total</b>
Smith, Emma	<b>WeekendDate: 5/8/2022</b> Customer Service Representative Department Name: Marketing and Creative Services	38.75	\$27.90	0.00	\$41.85	\$1,081.13

**Please Pay \$1,081.13**



**Banner Personnel**  
Temporary Employee Time Sheet



SOCIAL SECURITY NUMBER									
X	X	X	X	X	2	5	9	5	

EMPLOYEE: LAST NAME <b>SMITH</b>	FIRST <b>EMMA</b>
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.	
EMPLOYEE SIGNATURE <b>X</b>	

COMPANY NAME <b>COLLEGE OF DuPAGE</b>
ADDRESS <b>INSTITUTIONAL RESOURCE CENTER, S LAMBERT ROAD</b>
CITY/STATE/ZIP <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 <b>5/7</b>
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	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN	5/1	X	X	X	X
MON	5/2	9	5:30	.5	8
TUE	5/3	10:15	5:30	.5	6.45
WED	5/4	9	5:30	.5	8
THU	5/5	9	5:30	.5	8
FRI	5/6	9	5:30	.5	8
SAT	5/7	X	X	X	X
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.				TOTAL:	38.45

**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 <b>X Jorgensen, Laurette</b>	TITLE Digitally signed by Jorgensen, Laurette Date: 2022.05.09 10:51:05 -05'00'
--------------------------------------------------	---------------------------------------------------------------------------------------

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

Molly Blubaugh <mblubaugh@staffingplusinc.com>

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**[External] Banner Personnel Service, Inc. Invoice**

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**Molly Blubaugh** <mblubaugh@staffingplusinc.com>

Thu, May 12, 2022 at 06:01 PM GMT

CC:

BCC:

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

To College Of DuPage ,

Thank you for your continued business!

Attached to this e-mail is your electronic invoice statement.

The attachment may only be viewed using Adobe Acrobat or Adobe Reader. To download a free copy of Adobe Reader, please click on the link below:

<http://www.adobe.com/products/acrobat/readstep2.html>

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**1 attachment**

42476 +timecard.pdf