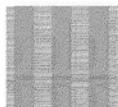


Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 44298  
Invoice Date: 2/18/2023  
PO Number: B0001247  
Check Number: E0094172  
Check Amount: \$ 1,984.00  
Check Date: 03/14/2023  
Voucher Number: V0776717  
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>
2/18/2023	44298
<b>Customer #</b>	<b>Invoice Amt</b>
48221	\$992.00

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: B0001247**

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Ballard, Seth	<b>WeekendDate: 2/19/2023</b> Administrative Assistant Department Name: Tutoring Department	40.00	\$24.80	0.00	\$37.20	\$992.00

**Please Pay \$992.00**



**Banner Personnel**  
 Temporary Employee Time Sheet

bannerpersonnel



SOCIAL SECURITY NUMBER									
X	X	X	X	X	2	5	3	0	
EMPLOYEE: LAST NAME					FIRST				
Ballard					Seth				
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.									
EMPLOYEE SIGNATURE <b>X</b> <i>[Signature]</i>									
COMPANY NAME									
College of DuPage									
ADDRESS									
425 Laurel Blvd									
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

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN					8.30
MON	2/16	9-	6-	30	8.30
TUE	2/17	9-	6-	30	8.30
WED	2/18	9-	6-	30	8.30
THU	2/19	9-	6-	30	8.30
FRI	2/20	8-	2:30	30	6-
SAT					
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. 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	TITLE
<b>X</b> <i>[Signature]</i>	Coordinator, Tutoring Services

Please fax or email to: 630.505.4566 or  
 bps\_naperville@bannerpersonnel.com

Molly Blubaugh <mblubaugh@theplusgroup.com>

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**[External] invoice1**

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

Wed, Feb 22, 2023 at 10:43 PM UTC

CC:

BCC:

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**Molly Blubaugh**

**Staff Accountant**

**THE PLUS GROUP, INC.**

**BANNER PERSONNEL SERVICE, INC.**

**(630) 515-0500 office**

**(630) 725-4910 direct**

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**1 attachment**

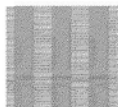
COD 44298 + timecard.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 44335  
Invoice Date: 2/25/2023  
PO Number: B0001247  
Check Number: E0094172  
Check Amount: \$ 1,984.00  
Check Date: 03/14/2023  
Voucher Number: V0776718  
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>
2/25/2023	44335
<b>Customer #</b>	<b>Invoice Amt</b>
48221	\$992.00

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: B0001247**

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
Ballard, Seth	<b>WeekendDate: 2/26/2023</b> Administrative Assistant Department Name: Tutoring Department	40.00	\$24.80	0.00	\$37.20	\$992.00

**Please Pay \$992.00**



**Banner Personnel**  
Temporary Employee Time Sheet

**bannerpersonnel**  
since 1978



SOCIAL SECURITY NUMBER									
X	X	X	X	X	2	5	3	0	
EMPLOYEE: LAST NAME <i>Ballard</i>					FIRST <i>Seth</i>				
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.									
EMPLOYEE SIGNATURE <b>X</b> <i>[Signature]</i>									
COMPANY NAME <i>College of DuPage</i>									
ADDRESS <i>425 Favell Blvd</i>									
CITY/STATE/ZIP <i>Glen Ellyn, IL 60137</i>									

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					
	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
SUN	<i>/</i>				
MON	<i>2/20</i>	<i>7-</i>	<i>6-</i>	<i>.30</i>	<i>8:30</i>
TUE	<i>2/21</i>	<i>7-</i>	<i>6-</i>	<i>.30</i>	<i>8:30</i>
WED	<i>2/22</i>	<i>7-</i>	<i>6-</i>	<i>.30</i>	<i>8:30</i>
THU	<i>2/23</i>	<i>7-</i>	<i>6-</i>	<i>.30</i>	<i>8:30</i>
FRI	<i>2/24</i>	<i>8-</i>	<i>2:30</i>	<i>.30</i>	<i>6-</i>
SAT	<i>/</i>				
TOTAL TO NEAREST QUARTER HOUR. MINIMUM ASSIGNMENT TIME IS 4 HOURS. CLIENT WILL BE BILLED FOR HOURS LISTED.					TOTAL: <i>40</i>

**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</b> <i>[Signature]</i>	TITLE <i>Program Specialist / Supervisor</i>
---	---

**Please fax or email to: 630.505.4566 or  
bps\_naperville@bannerpersonnel.com**

Molly Blubaugh <mblubaugh@theplusgroup.com>

---

**[External] invoice 1**

---

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

Thu, Mar 2, 2023 at 04:47 PM UTC

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.

**Molly Blubaugh**

**Staff Accountant**

**THE PLUS GROUP, INC.**

**BANNER PERSONNEL SERVICE, INC.**

**(630) 515-0500 office**

**(630) 725-4910 direct**

---

**1 attachment**

COD 44335 + timecard.pdf