

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087327

Vendor Name: The Morton Arboretum

Check Details:

Check Number: 0344280

Check Amount: \$ 338.94

Check Date: 9/30/2025

Invoice Details:

Invoice Number: P0019474

Invoice Date: 9/24/2025

PO Number: P0019474

Voucher Number: V0905803

Document Type: AP Invoice

Document Below



Career Services Center

Illinois Board of Higher Education, Cooperative Work Study

Grant Period: 7/1/2024-8/31/2025

Employer Payment Request

For Employer only:

Employer: The Morton Arboretum

Contact Name: Andrew Hipp

Contact Email: ahipp@mortonarb.org

Nature of Work Performed: Herbarium Intern

Student Name: Binna Kim

Student Signature:

Employer Signature:

Check #	Pay Period	Total Hours	Rate	Total	FICA 7.6%	Total
example: 245	7/1/2024-7/12/2024	20	\$ 15.00	\$ 300.00	\$ 22.80	\$ 322.80
320200	07/20/2025-08/02/2025	31.50	\$ 20.00	\$ 630.00	\$ 47.88	\$ 677.88
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00

Grand Total: \$ 677.88

x 50% \$ 338.94

Projected Payment to Employer: **\$ 338.94**

Please provide **paystubs and timesheets** to reflect the reimbursement above. Forms should be sent to internships@cod.edu on a monthly basis with the subject line of: IBHE CWS Grant.

Reimbursement is on a first come, first served basis and are dependent on the availability of limited grant funds. Timely submission of this form is important to ensuring fund availability and reimbursement. Student payroll is not eligible for reimbursement once funds have run out. For questions or concerns, please contact Rebecca Harrington in Career Services at 630-942-2458 or internships@cod.edu.

For Career Services dept only:

Student ID#:

Quarter: ☐ Q1 ☐ Q2 ☐ Q3 ☒ Q4

Student Program: *Binnakin*

Career Services Program Manager Signature:

Rebecca Harrington

For Grant Accountant only:

Accounts Payable, please pay vendor: **338.94**

Grant Accountant Signature:

"Harrington, Rebecca" <riversr@cod.edu>

P0019474

"Harrington, Rebecca" <riversr@cod.edu>

Wed, Sep 24, 2025 at 08:06 PM UTC

CC:

BCC:

P0019474

Rebecca Harrington
Program Manager
College of DuPage Career Services, SSC 3373
riversr@cod.edu
Career Services Summer Hours: M-Th 8a-5p; F - Closed

Visit us at cod.edu/careerservices
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1 attachment

ER Reimbursement IBHE July_Aug Morton P0019474.pdf