

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1594124 **Vendor Name:** Barbara J Alderfer,DBA Lifestyle Design LLC

Check Details:

Check Number: 0347163 **Check Amount:** \$ 1,409.68 **Check Date:** 12/16/2025

Invoice Details:

Invoice Number: P0020532 **Invoice Date:** 11/18/2025 **PO Number:** P0020532 **Voucher Number:** V0916203

Document Type: AP Invoice

Document Below

**Career Services Center**

Illinois Board of Higher Education, Cooperative Work Study

Grant Period: 9/1/2025-8/31/2026

Employer Payment Request*For Employer only:*

Employer: Lifestyle Design LLC

Contact Name: Bobbi Alderfer

Contact Email: bobbi@lifestyledesigngeneva.com

Nature of Work Performed: Interior Design Internship

Student Name: Melissa Houlihan

Student Signature: 

Employer Signature:



example: Check #	Pay Period	Total Hours	Rate	Total	FICA 7.6%	Total
50077	9/28/25-10/11/25	55.50	\$ 18.00	\$ 999.00	\$ 75.92	\$ 1,074.92
50086	10/12/25-10/25/25	45.00	\$ 18.00	\$ 810.00	\$ 61.56	\$ 871.56
50096	10/26/25-11/8/25	45.00	\$ 18.00	\$ 810.00	\$ 61.56	\$ 871.56
				\$ 0.00	\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00	\$ 0.00

Grand Total: ~~\$1,818.04~~x 50% ~~\$1,409.02~~Projected Payment to Employer: ~~\$1,409.02~~

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:

Interior Design

Career Services Program Manager Signature:

*For Grant Accountant only:*Accounts Payable, please pay vendor: **\$1,409.68**

Grant Accountant Signature:

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

P0020532

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

Fri, Nov 21, 2025 at 04:40 PM UTC

CC:

BCC:

P0020532

Rebecca Harrington
Program Manager
College of DuPage Career Services, SSC 3373
riversr@cod.edu

Visit us at cod.edu/careerservices
Listen to [The Career Ready Podcast](#)

1 attachment

Lifestyle Design Pymnt Request - Oct 2025 P0020532.pdf

From: [Harrington, Rebecca](#)
To: [Zerrudo, Marivic](#)
Subject: Re: Question on P0020532
Date: Tuesday, December 9, 2025 4:11:00 PM
Attachments: [Lifestyle Design Pymnt Request - Oct 2025 P0020532.pdf](#)

Hi Marivic,

Just to be sure...is what I am attaching here what you are looking for?

Thank you,
Rebecca

Rebecca Harrington
Program Manager
College of DuPage Career Services, SSC 3373
riversr@cod.edu

Visit us at cod.edu/careerservices
Listen to [The Career Ready Podcast](#)

From: Zerrudo, Marivic <zerrudom@cod.edu>
Sent: Tuesday, December 9, 2025 4:07 PM
To: Harrington, Rebecca <riversr@cod.edu>
Subject: RE: Question on P0020532

Hi Rebecca,

Thank you

Please submit the corrected request with the correct amount to invoicing@cod.edu

Thank you

Marivic Zerrudo
Accounts Payable Specialist
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2601 | zerrudom@cod.edu

From: Harrington, Rebecca <riversr@cod.edu>
Sent: Tuesday, December 9, 2025 4:03 PM
To: Zerrudo, Marivic <zerrudom@cod.edu>
Subject: Re: Question on P0020532

Hi Marivic,

The 1409.68 is the correct amount. The original form submitted had last year's FICA amount of 7.6. Grace Wahler in Accounting corrected it to include this year's 7.65 amount. Grace's amount in red with her signature is always the amount we use for these IBHE grant Reimbursements as the employers sometimes don't have things totally correct.

Please reach out to Grace Wahler if you have any questions about the amount.

Thank you,
Rebecca

Rebecca Harrington
Program Manager
College of DuPage Career Services, SSC 3373
riversr@cod.edu

Visit us at cod.edu/careerservices
Listen to [The Career Ready Podcast](#)

From: Zerrudo, Marivic <zerrudom@cod.edu>
Sent: Tuesday, December 9, 2025 3:44 PM
To: Harrington, Rebecca <riversr@cod.edu>
Subject: RE: Question on P0020532

Hi Rebecca,

Thank you for the reminder and apologies for the delay

P0020532 is for \$1,409.68/
Please check the total amount, noticed it was crossed out adding all 3, the total is more than the PO amount

Please review and send the corrected request.

Thank you

Marivic Zerrudo
Accounts Payable Specialist
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | zerrudom@cod.edu

From: Harrington, Rebecca <riversr@cod.edu>

Sent: Tuesday, December 9, 2025 3:37 PM

To: Zerrudo, Marivic <zerrudom@cod.edu>

Cc: Schertz, Melissa <weberm118@cod.edu>; Accounts Payable <acctpay@cod.edu>

Subject: Re: Question on P0020532

Hi Marivic,

I wanted to follow up on P0020532. It seems to be stuck in my Drafts. Last time you needed us to confirm the address to send the check to. Do you need that again? Is there something I can do so that we don't have to do it manually each time?

Thank you for your help,
Rebecca

Rebecca Harrington
Program Manager
College of DuPage Career Services, SSC 3373
riversr@cod.edu

Visit us at cod.edu/careerservices
Listen to [The Career Ready Podcast](#)

From: Harrington, Rebecca <riversr@cod.edu>

Sent: Tuesday, December 2, 2025 1:07 PM

To: Zerrudo, Marivic <zerrudom@cod.edu>

Cc: Schertz, Melissa <weberm118@cod.edu>

Subject: Question on P0020532

Hi Marivic,

I have a question on P0020532. This is one we had a similar issue with last time. Barbara Aderfer DBA Lifestyle Design. It has been sitting in Drafts since 11/21. Last time you needed us to confirm the address to send the check to. Do you need that again? Is there something I can do so that we don't have to do it manually each time?

Thank you for your help!

Rebecca

Rebecca Harrington
Program Manager
College of DuPage Career Services, SSC 3373
riversr@cod.edu

Visit us at cod.edu/careerservices
Listen to [The Career Ready Podcast](#)