

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1087327 **Vendor Name:** The Morton Arboretum

Check Details:

Check Number: 0346141 **Check Amount:** \$ 1,307.96 **Check Date:** 11/4/2025

Invoice Details:

Invoice Number: P0020220 **Invoice Date:** 10/23/2025 **PO Number:** P0020220 **Voucher Number:** V0912687

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

7/2025-8/2026

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: *Binna Kim*Employer Signature: *Andrew Hipp*

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
340200	08/03/2025-08/16/2025	37.50	\$ 20.00	\$ 750.00	\$ 57.00	\$ 807.00
				\$ 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: \$ 807.00

x 50% \$ 403.50

Projected Payment to Employer: ~~-\$ 403.50~~

\$403.69

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:

Career Services Program Manager Signature:

*Rebecca A Harrington**For Grant Accountant only:***Accounts Payable**, please pay vendor: **\$403.69**

Grant Accountant Signature:

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

P0020220

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

Fri, Oct 31, 2025 at 06:05 PM UTC

CC:

BCC:

P0020220

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

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1 attachment

IBHE CWS Employer Reimbursement Form-08032025_08162025 P0020220.pdf

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1087327 **Vendor Name:** The Morton Arboretum

Check Details:

Check Number: 0346141 **Check Amount:** \$ 1,307.96 **Check Date:** 11/4/2025

Invoice Details:

Invoice Number: P0020219 **Invoice Date:** 10/23/2025 **PO Number:** P0020219 **Voucher Number:** V0912689

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-
7/2025-8/2026**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: 

example:	Check #	Pay Period	Total Hours	Rate	Total	FICA 7.6%	Total
	245	7/1/2024-7/12/2024	20	\$ 15.00	\$ 300.00	\$ 22.80	\$ 322.80
	380188	08/31/2025-09/13/2025	39.00	\$ 20.00	\$ 780.00	\$ 59.28	\$ 839.28
					\$ 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: \$ 839.28

x 50% \$ 419.64

Projected Payment to Employer: ~~\$ 419.64~~
\$419.84

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.

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For Career Services dept only:

Student ID#:

Quarter: ☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4

Student Program:

Career Services Program Manager Signature:

*For Grant Accountant only:***Accounts Payable, please pay vendor: \$419.84**

Grant Accountant Signature:

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

P0020219

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

Fri, Oct 31, 2025 at 06:06 PM UTC

CC:

BCC:

P0020219

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

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IBHE CWS Employer Reimbursement Form-BinnaKim_08312025_09132025 P0020219.pdf

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1087327 **Vendor Name:** The Morton Arboretum

Check Details:

Check Number: 0346141 **Check Amount:** \$ 1,307.96 **Check Date:** 11/4/2025

Invoice Details:

Invoice Number: P0020218 **Invoice Date:** 10/23/2025 **PO Number:** P0020218 **Voucher Number:** V0912688

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-

7/2025-8/2026

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: *Binna Kim*

Employer Signature: *Andrew Hipp*

	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
	360193	08/17/2025-08/30/2025	45.00	\$ 20.00	\$ 900.00	\$ 68.40	\$ 968.40
					\$ 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: \$ 968.40

x 50% \$ 484.20

Projected Payment to Employer: ~~\$ 484.20~~

\$484.43

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.

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For Career Services dept only:

Student ID#:

Quarter: ☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4

Student Program:

Career Services Program Manager Signature:

Rebecca A. Harrington

For Grant Accountant only:

Accounts Payable, please pay vendor: **\$484.43**

Grant Accountant Signature:

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

P0020218

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

Fri, Oct 31, 2025 at 06:07 PM UTC

CC:

BCC:

P0020218

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

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IBHE CWS Employer-BinnaKim_08172025_08302025_P0020218.pdf