| Event support/food/beverage: Includes catering expenses, floral, linens, delivery/set-up of tables, and staff labor charged for events (catering and facilities staff labor). *Please note, no alcohol was purchased by the university and no police overtime was incurred. | $7,684.45 |
| Printing: Invitations, programs, parking signs, investiture/mission/vision banners. *Please note that these banners will be used at future events, etc. | $2,223.32 |
| Update of mace and cleaning medallion. *Please note that these will be used at commencement and other events designated by the president | $1,418.32 |
| NIU Art Museum and Olson Gallery Expenses (art materials and student help included) *Please note that these pieces can be used by student artists in the future | $1,300.04 |
| Dry cleaning of regalia | $31.00 |
| Travel Expenses for two speakers (two HSC nights, one-way car service, and two nights at the Hampton Inn) | $748.44 |
| **Total Costs for Investiture Only** | **$13,405.57** |

Please scroll to view internal charges/receipts associated with the charges identified herein as of May 1, 2019.
March 19, 2019

Dear Theresa,

I have completed the estimated pricing of the florals for the April 6, 2019 event.

6 x tables, hydrangea and black aspidistra @ $30 each.

Total: $180.00

Thank you,

[Signature]

Flowers By Frank

Distinctively Unique and Creative Floral Designs

Frank Adams
Owner

28285 Church Rd
Sycamore, IL 60178
(815) 762-7165
www.flowersbyfrank.com
Flowers By Frank

Distinctively Unique and Creative Floral Designs

Specializing in Weddings, Special Events and Corporate Functions

28285 Church Rd.
Sycamore, IL
(815) 895-5979

FLOWERS BY FRANK

INVOICE
BILL TO: Northern Illinois University
DATE: April 4, 2019

ITEM DESCRIPTION AMOUNT
6 floral arrangements $180.00
3 $30.00 each

TOTAL: $180.00

Thank you,
BARSEMA ALUMNI & VISITORS CENTER
DEPARTMENT SALES INVOICE

Date: 4/11/2019
To: Altgeld Hall Events-External
    Andersen, Ellen Jensen
    CC: Gigi Beaard, Liz Wright
Phone: 753-1427
Email: HSC_Accounting
Event #: BAVC340
Event: Presidential Investiture Pre-Dinner
Coordinator: Liz Wright

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/4</td>
<td>Belgium Endive/Nobashi Shrimp for 35 @ $6 pp</td>
<td>$210.00</td>
</tr>
<tr>
<td></td>
<td>Served Chef Banquet for 35 @ $32.50 pp</td>
<td>1,137.50</td>
</tr>
<tr>
<td></td>
<td>Bartender Fee</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td>Butler Service</td>
<td>25.00</td>
</tr>
<tr>
<td></td>
<td>Labor - Room Setup</td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td>Labor - BSW Cleaning Fee, after hours</td>
<td>60.00</td>
</tr>
<tr>
<td></td>
<td>Labor - Event Staff, after hours</td>
<td>80.00</td>
</tr>
</tbody>
</table>
<pre><code>  |  AVC Ashelford Hall, DeBiase Board Room, Castle Library |
</code></pre>

TOTAL THIS PAGE $1,662.50

ACCOUNTING ENTRIES

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Cost Cntr</th>
<th>Program</th>
<th>Subclass</th>
<th>Proj/Grant</th>
<th>Amount</th>
<th>Jrnl Line Ref</th>
<th>Line Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>685510</td>
<td>41</td>
<td>SA58225</td>
<td>N/A</td>
<td>99F</td>
<td></td>
<td>1,662.50</td>
<td>BAVC340</td>
<td>BAVC Catering, Labor 4/4</td>
</tr>
<tr>
<td>420235</td>
<td>29</td>
<td>PF51210</td>
<td>N/A</td>
<td>08C</td>
<td></td>
<td>(1,472.50)</td>
<td>BAVC340</td>
<td>73320 Catering 4/4</td>
</tr>
<tr>
<td>430290</td>
<td>41</td>
<td>BC17590</td>
<td>N/A</td>
<td>08G</td>
<td></td>
<td>(190.00)</td>
<td>BAVC340</td>
<td>73320 Labor 4/4</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DO NOT PAY - Record of internal charge payment is recorded by internal transfer.
**HOLMES STUDENT CENTER**
**DEPARTMENT SALES INVOICE**

**Date:** 4/18/2019  
**To:** Altgeld Hall Events-External  
Gigi Beard  
Liz Wright  
**Phone:** 753-1427  
**Email:** HSC_Accounting  
**Event:** Presidential Investiture Reception  
**Invoice #:** UC80451  
**Event #:** 69270  

**Coordinator:**  

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/5</td>
<td>Reception - 450 ppl</td>
<td>$3,600.00</td>
</tr>
<tr>
<td></td>
<td>Linen</td>
<td>42.00</td>
</tr>
<tr>
<td></td>
<td>Delivery Fee</td>
<td>25.00</td>
</tr>
</tbody>
</table>

**TOTAL THIS PAGE**  
$3,667.00

**ACCOUNTING ENTRIES**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Cost Cntr</th>
<th>Program</th>
<th>Subclass</th>
<th>Proj/Grant</th>
<th>Amount</th>
<th>Jnl Line Ref</th>
<th>Line Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>693020</td>
<td>41</td>
<td>SA58225</td>
<td>N/A</td>
<td>99F</td>
<td>3,667.00</td>
<td>UC80451</td>
<td>HSC Catering 4/5</td>
<td></td>
</tr>
<tr>
<td>420235</td>
<td>29</td>
<td>PF51210</td>
<td>N/A</td>
<td>08C</td>
<td>(3,667.00)</td>
<td>UC80451</td>
<td>69270 Catering 4/5</td>
<td></td>
</tr>
</tbody>
</table>

DO NOT PAY - Record of internal charge payment is recorded by internal transfer.
INVOICE

Date: 3/20/2019
Invoice #: 243032019

To
NIU Barsema Alumni and
Visiturs Center
231 N. Annie Gildden Rd.
DeKalb, IL 60115
815-752-6846
Terry Stack
Director of Special Events

Victoria Shipman Designs
Essentials by House of Interiors
1154 S. 4th Street
DeKalb, IL 60115
815-762-5054

<table>
<thead>
<tr>
<th>Salesperson</th>
<th>Job</th>
<th>Payment Terms</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria Shipman</td>
<td>BAVC Dinner April 4th, 2019</td>
<td>Due on receipt</td>
<td>April 4th, 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Burgundy 132&quot; Pintuck Linens for Guest Tables</td>
<td>18.00</td>
<td>108.00</td>
</tr>
<tr>
<td>1</td>
<td>Burgundy 132&quot; Pintuck Linen for 6' Registration Table</td>
<td>18.00</td>
<td>18.00</td>
</tr>
<tr>
<td>1</td>
<td>Black Pintuck 90 X 126 for Registration Table</td>
<td>18.00</td>
<td>18.00</td>
</tr>
<tr>
<td>60</td>
<td>Black Pintuck Napkins: /guest and Bread Baskets</td>
<td>1.00</td>
<td>60.00</td>
</tr>
<tr>
<td>6</td>
<td>Black Baschon 132&quot; with Burgundy Wrap for High Tops</td>
<td>20.00</td>
<td>120.00</td>
</tr>
<tr>
<td>1</td>
<td>Delivery and Pick-up</td>
<td></td>
<td>69.00</td>
</tr>
</tbody>
</table>

Subtotal: 393.00
Sales Tax: .00
Total: 393.00

Thank you for your business!
1802 Sycamore Road - DeKalb, IL 60115  (815) 748-2121
Party Rentals - Tool & Equipment Rental & Repairs
Reservation Adjustment

Account #: 8844
DANA A KING
628 MEADOW LN
SYCAMORE, IL 60178

815-762-1226

ITEM # DESCRIPTION
10.00 Minimum 10.00 Day 10.00 24 Hrs 40.00 1 Week 120.00 4 Wks
PT-640-00 TABLE - BANQUET - 6'
9.00 Minimum 9.00 Day 9.00 24 Hrs 35.00 1 Week 108.00 4 Wks
PT-100-00 CHAIR - BLACK - 300LB LIMIT (NB)
1.35 Minimum 1.35 Day 1.35 24 Hrs 5.40 1 Week 16.20 4 Wks
PT-644-00 TABLE - COCKTAIL - 24''
10.00 Minimum 10.00 Day 10.00 24 Hrs 40.00 1 Week 120.00 4 Wks

Delivery Instructions: CUSTOMER PICKING UP 5 COCKTAIL TABLES ON 2ND FLOOR. WE WILL DELIVER REST OF THE ORDER 9AM ON 5TH. ON PICK UP CALL DANA TO MEET THERE, ONLY PICKING UP REST OF ORDER SHE WILL DROP OFF THE 5 COCKTAIL TABLES.

PROMPT RETURN OF YOUR RENTALS SAVE YOU MONEY.
ALL TIME IS CHARGED INCLUDING SATURDAY, SUNDAY AND HOLIDAYS.

I have read and understand the terms and conditions on both sides of this agreement and certify that those printed on the other side are agreed to as if printed above my signature. There are no oral or other representations not included herein. Prepayment or reservation deposits are non-refundable. Please order carefully. Remaining balance of contract is due 10 days prior to delivery. Unless declined, I also agree to the damage waiver charges. I have received a copy of this agreement.

Lessee's Signature:

# INVOICE

Victoria Shipman Designs
Essentials by House of Interiors
1154 S. 4th St
DeKalb, IL 60115
815-762-5054
essentials1154@live.com

<table>
<thead>
<tr>
<th>Salesperson</th>
<th>Description</th>
<th>Unit Price</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria Shipman</td>
<td>120&quot; Black Poly Floor Length with 16 Inside Damask Wrap</td>
<td>16.00</td>
<td>320.00</td>
</tr>
<tr>
<td></td>
<td>4 Outside Red Wrap</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery and Set Up</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: 445.00
Tax: Tax Exempt
Balance Due: 445.00

Thank you for letting us be part of your Event!
See below regarding charges for the Investiture.

Chelsea

From: Carrie Aldrich <caldrich@niu.edu>
Sent: Wednesday, April 24, 2019 10:26 AM
To: Chelsea DUIS <cfrost1@niu.edu>
Subject: Re: Faculty/Staff/Org Interpreter Request #12381485

The charges will only be $90 to pay for the one interpreter hired to work the event with me.

Carrie Aldrich
Interpreter/CART Coordinator
Disability Resource Center | Division of Student Affairs
Health Services 421 | DeKalb, Illinois 60115
Email: caldrich@niu.edu Phone: 815-753-6257
Website: www.niu.edu/disability

Northern Illinois University
Your Future. Our Focus.

From: Chelsea DUIS
Sent: Tuesday, April 23, 2019 12:18 PM
To: Carrie Aldrich
Subject: RE: Faculty/Staff/Org Interpreter Request #12381485

41-SA58225-99F is the cost center to use. Can you let me know the charges that we will see come through for the services?
Thanks,
Chelsea

From: Carrie Aldrich <caldrich@niu.edu>
Sent: Tuesday, April 23, 2019 12:13 PM
To: Chelsea DUIS <cfrost1@niu.edu>
Subject: Re: Faculty/Staff/Org Interpreter Request #12381485

Hi Chelsea,
Thank you for the kind words in the card you sent. I was happy to be part of the group effort to make the Presidential Investiture as accessible as possible for all!
The bonus to having it captioned in realy time is that we could then use the transcript from event and just sync it with the video. Less time for someone to go in and have to listen to the entire event again in real time and hand correct all the additions and omissions from the original scripts.

Happy to help with whatever accessibility modes you need us to. Let me know if you or the video people have any questions about the live captioning or post-event captioning process.

Have a good weekend.

Carrie

Carrie Aldrich
Interpreter/CART Coordinator
Disability Resource Center | Division of Student Affairs
Health Services 421 | DeKalb, Illinois 60115
Email: caldrich@niu.edu Phone: 815-753-6257
Website: www.niu.edu/disability

---

From: Chelsea Duis
Sent: Friday, February 15, 2019 9:08 AM
To: Carrie Aldrich
Subject: RE: Faculty/Staff/Org Interpreter Request #12381485

Hi Carrie –
I am following up on the request below. We are asking for copies of speeches for the event by April 1 and can pass those along to the interpreter for the event for preparation. Let me know if there is anything else you need from me at this time.
Thank you,
Chelsea

---

From: Carrie Aldrich <caldrich@niu.edu>
Sent: Thursday, January 17, 2019 4:41 PM
To: Chelsea Duis <cfrost1@niu.edu>
Subject: Re: Faculty/Staff/Org Interpreter Request #12381485

Hello Chelsea,
I am confirming that I have received your request for an interpreter. I will book an interpreter for the even. As soon as we get through the first 2 weeks of classes and things start running smoothly I will get to work on scheduling the interpreter for you.
Will be in touch.
Carrie

Carrie Aldrich
Interpreter/CART Coordinator
<table>
<thead>
<tr>
<th>Name of department/organization cost center manager</th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost center manager email</td>
<td><a href="mailto:cfrost1@niu.edu">cfrost1@niu.edu</a></td>
</tr>
<tr>
<td>Special instructions</td>
<td>We will need an interpreter for President Freeman's Investiture Ceremony. We do not plan to live stream the event, but we will need captioning on the recorded video. Please contact me with questions.</td>
</tr>
<tr>
<td>Item #26</td>
<td>Yes, I agree to the above terms and conditions</td>
</tr>
<tr>
<td>Last Update</td>
<td>2019-01-09 10:25:00</td>
</tr>
<tr>
<td>Start Time</td>
<td>2019-01-09 10:18:01</td>
</tr>
<tr>
<td>Finish Time</td>
<td>2019-01-09 10:25:00</td>
</tr>
<tr>
<td>IP</td>
<td>131.156.156.243</td>
</tr>
<tr>
<td>Browser</td>
<td>Chrome</td>
</tr>
<tr>
<td>OS</td>
<td>Windows</td>
</tr>
</tbody>
</table>

This email was sent to caldrich@niu.edu as a result of a form being completed. Click here to report unwanted email.
# INVOICE

**Invoice Details**

**SOLD TO:**
NORTHERN ILLINOIS UNIVERSITY
GENERAL ACCOUNTING
LOWDEN HALL #204
DEKALB, IL 60115

**DELCIVERED TO:**
JODI TYRRELL
NORTHERN ILLINOIS UNIVERSITY
PRESIDENT'S OFFICE
300 ALTGELD HALL
DE KALB, IL 60115

**ORDER NO:** 294652/1
**ORDER DATE:** 4/2/2019 2:27PM
**ORDERED BY:** KHRIS WRENN
**PRINTED:** 4/2/2019 2:27PM

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>QUANTITY</th>
<th>PRICE/UNIT</th>
<th>DISCOUNT</th>
<th>EXTENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORP — PIN ON CORSAGE—SINGLE RED</td>
<td>12</td>
<td>6.20</td>
<td></td>
<td>74.40</td>
</tr>
<tr>
<td>CARNATIONS, BLACK BOW</td>
<td>1</td>
<td>7.95</td>
<td></td>
<td>7.95</td>
</tr>
<tr>
<td>DELIVERY CHARGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUB-TOTAL** 82.35
**Sales Tax** 0.00
**TOTAL** 82.35

**ORDER NO:** 294652/1 of 1
**DELIVERY ZONE:** DEKALB
**DELIVERY DATE:** Fri, 04/05/2019

**AM PLEASE,**

**RECEIVED BY**

---

**CARE INSTRUCTIONS**

We have built an excellent reputation on beautiful flowers and prompt service. If we ever fail to meet your expectations, please let us know. We value you as a customer. It was a pleasure to give your order our personal attention.

www.karfre.com
PLEASE DO NOT REPLY TO THIS EMAIL - this is an unattended mailbox

--- Third Reminder ----

Please use the following link to view the Invoice and NIU Payment Authorization Form. Update the Payment Authorization Form.

P.O. Number: KAR FRE FLOWERS
Vendor: KAR FRE FLOWERS
Invoice Number: 2946521
Invoice Amount: $82.35
Invoice Date: 4/2/2019

Use the following link to open the single invoice:
https://onbase.niu.edu/AppNet/FolderPop/FolderPop.aspx?KT597_0_0_0=299983&FT=159&CFT=161

Use the following link to open all invoices assigned to your department:
https://onbase.niu.edu/Apps/AIR/

Update the NIU Authorization Form with the Funding Distribution. When complete, click on the "This authorization is complete. Send to accounting." checkbox to send the form back to Accounting.

If you have questions, please contact Accounts Payable Services by calling 753-1514 or email AccountsPayableSrvs@niu.edu.

**The supported browsers for this form can be found at the following link:
http://niu.edu/doit/services/document/onbase/browsers.shtml
PLEASE DO NOT REPLY TO THIS EMAIL - this is an unattended mailbox

--- Third Reminder ----

Please use the following link to view the Invoice and NIU Payment Authorization Form. Update the Payment Authorization Form.

P.O. Number:  
Vendor: KAR FRE FLOWERS  
Invoice Number: 2947341  
Invoice Amount: ($7.95)  
Invoice Date: 4/4/2019

Use the following link to open the single invoice:  
https://onbase.niu.edu/AppNet/FolderPop/FolderPop.aspx?KT597_0_0_0=300244&FT=159&CFT=161

Use the following link to open all invoices assigned to your department:

https://onbase.niu.edu/Apps/AIR/

Update the NIU Authorization Form with the Funding Distribution. When complete, click on the "This authorization is complete. Send to accounting." checkbox to send the form back to Accounting.

If you have questions, please contact Accounts Payable Services by calling 753-1514 or email AccountsPayableSrvs@niu.edu.

**The supported browsers for this form can be found at the following link:**
http://niu.edu/doit/services/document/onbase/browsers.shtml
Date: 04/04/2019  Time: 05:06:49 PM
Order Number: 284734

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
</table>

Sub Total: $0.00
Delivery Charges: $-7.95
Sales Tax $0.00
total Amount Due: $-7.95
CC Tended: $7.95
Change Due: $0.00

***REFUND***

We appreciate your business! Questions about your order? Please call us at 815-895-6558.

Print Date: 04/04/2019  Print Time: 05:06:52 PM
## NIU Campus Mail Services
### Account Charge Detail

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Date</th>
<th>Description</th>
<th>Class</th>
<th>Pieces</th>
<th>Total Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>02SA3401006A</td>
<td>3/5/2019</td>
<td>President's Office</td>
<td>11 First Cl Letters - Presorted</td>
<td>137</td>
<td>$62.609</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>137</td>
<td>$62.609</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>$62.609</td>
</tr>
</tbody>
</table>

Total: 137 pieces, $62.609
Subject: RE: Parking Services Billing Report 2019-03-31

From: parking@niu.edu [mailto:parking@niu.edu]
Sent: Tuesday, April 2, 2019 10:48 AM
To: Theresa Stack <tstack@niu.edu>
Subject: Parking Services Billing Report 2019-03-31

Parking Services

Billing report - 2019-03-31
(This is an auto-generated report to notify customers that billing has completed for the following sales orders)

Sales Order #CP15955
Name: Theresa Stack
Date: 03/20/2019
Account Number: SA58225-41-N/A-99F-672035
Account Name: ALTGELD HALL EVENTS- EXTE
Notes: Presidents Office requested 2 signs for the presidential investiture on 4/5/19 under SC0028 for $77.44

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>An</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signs</td>
<td>Signs</td>
<td>1.00</td>
<td>$77.4400</td>
<td></td>
</tr>
</tbody>
</table>

Total:

Contact parking@niu.edu with questions regarding these charges.
INVOICE FOR SANDWICH BOARD AND SIGNS

Charge for pick-up, attaching, dropping off Investiture signs in lot 3. Picture included.

Labor rate $15.00 per hour X 1 hour = $15.00
Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number: 14458
Status: Shipped
As of 4/3/2019 8:21:45 AM CDT
Order Date: 4/2/2019 3:29:24 PM CDT
Due Date: 4/5/2019 4:00:00 PM CDT

Order placed by:
Chelsea Duis
cfrost1@niu.edu
United States

Print Shop
Integrated Media Technologies
DocumentServices@niu.edu
1515 W Lincoln Hwy
DeKalb
IL - Illinois
60115
United States
815-753-1692

Hours Of Operation
Sun : Closed
Mon-Fri: 8:00 AM-4:30 PM
Sat : Closed

SHIPMENT 1
Materials Management (Allow 3-5 Business Days)

ADDRESS
Chelsea Duis
Altgeld 300
DeKalb
United States
IL - Illinois - 60115 753-1273 cfrost1@niu.edu
Courier to Altgeld 300

SHIPMENT DETAILS
Partial Shipment 1
ERP Shipping ID J201904020021

<table>
<thead>
<tr>
<th>Products</th>
<th>Qty Ordered</th>
<th>Qty Shipped</th>
<th>Shipping Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Your Print Job</td>
<td>400</td>
<td>400</td>
<td>Courier</td>
</tr>
</tbody>
</table>

Products
Investiture Program Insert

Item Name: Order Your Print Job

<table>
<thead>
<tr>
<th>Qty</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>400</td>
<td>$0.17</td>
</tr>
</tbody>
</table>

Payment Method:

Cost Center
Cost Center Number:
41SA5822599F
P.O. Number:

Invest. Program Ins

Subtotal
Shipping

Total

$69.55
$14.50

$84.05

4/3/2019 9:21:03 AM
4/19/2019, 10:13 AM
Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number: 14373
Status: Shipped
As of 4/3/2019 8:41:46 AM CDT

Order Date: 3/28/2019 10:53:55 AM CDT
Due Date: 4/5/2019 2:00:00 PM CDT

Order placed by:
Chelsea DuBuis
cfrost1@niu.edu
United States

Print Shop
Integrated Media Technologies
DocumentServices@niu.edu
1515 W Lincoln Hwy
DeKalb
IL - Illinois
60115
United States
815-753-1692

Hours Of Operation
Sun: Closed
Mon-Fri: 8:00 AM - 4:30 PM
Sat: Closed

SHIPMENT 1
Courier (Not available for Paper/AnywherePrints)

ADDRESS
Chelsea DuBuis
Altgeld 300
DeKalb
United States
IL - Illinois - 60115 815-753-1273 cfrost1@niu.edu

SHIPMENT DETAILS
Partial Shipment 1
ERP Shipping ID J201903280010
4/3/2019 9:40:18 AM

<table>
<thead>
<tr>
<th>Products</th>
<th>Qty Ordered</th>
<th>Qty Shipped</th>
<th>Shipping Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booklets - Custom</td>
<td>400</td>
<td>400</td>
<td>Courier</td>
</tr>
</tbody>
</table>

Products
Presidential Investiture Ceremony Program

Item Name: Booklets - Custom

<table>
<thead>
<tr>
<th>Qty</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>400</td>
<td>$1.02</td>
</tr>
</tbody>
</table>

Payment Method:
Cost Center
Cost Center Number: 41SA5822599F

Subtotal
Shipping
Total

$407.50
$14.50
$422.00
Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number 13845

<table>
<thead>
<tr>
<th>Status:</th>
<th>Order Date: 2/26/2019 8:06:35 AM CDT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipped</td>
<td>Due Date: 3/1/2019 8:30:00 AM CDT</td>
</tr>
</tbody>
</table>

Order placed by:
Liz Wright
ewright1@niu.edu
1425 W Lincoln Hwy
DeKalb
IL - Illinois
60115
United States
815-753-9400

Print Shop
Integrated Media Technologies
DocumentServices@niu.edu
1515 W Lincoln Hwy
DeKalb
IL - Illinois
60115
United States
815-753-1692

Hours Of Operation
Sun: Closed
Mon-Fri: 8:00 AM-4:30 PM
Sat: Closed

SHIPMENT 1
Customer Pick-Up

ADDRESS
DS Administrator
1515 W Lincoln Hwy
DeKalb
United States
IL - Illinois - 60115 815-751-4469 bthompson@niu.edu

SHIPMENT DETAILS

<table>
<thead>
<tr>
<th>Partial Shipment 1</th>
<th>ERP Shipping ID J201902260001</th>
<th>3/1/2019 2:27:35 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Products</td>
<td>Qty Ordered</td>
<td>Qty Shipped</td>
</tr>
<tr>
<td>Postcards - Large</td>
<td>150</td>
<td>150</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partial Shipment 2</th>
<th>ERP Shipping ID J201902260002</th>
<th>3/1/2019 2:26:58 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Products</td>
<td>Qty Ordered</td>
<td>Qty Shipped</td>
</tr>
<tr>
<td>Postcards - Large</td>
<td>400</td>
<td>400</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partial Shipment 3</th>
<th>ERP Shipping ID J201902260003</th>
<th>3/1/2019 4:42:13 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Products</td>
<td>Qty Ordered</td>
<td>Qty Shipped</td>
</tr>
<tr>
<td>Custom Envelopes</td>
<td>550</td>
<td>550</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partial Shipment 4</th>
<th>ERP Shipping ID J201902260004</th>
<th>3/1/2019 4:40:55 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Products</td>
<td>Qty Ordered</td>
<td>Qty Shipped</td>
</tr>
</tbody>
</table>

4/19/2019, 10:10 AM
## Price Quote for lot 3 Investiture Closure Signs

<table>
<thead>
<tr>
<th>Material</th>
<th>$ Price Per Unit</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 X 24 Aluminum Blanks</td>
<td>$20.80 each</td>
<td>1</td>
<td>$20.80</td>
</tr>
<tr>
<td>White Engineer grade sheeting</td>
<td>$8.67/per square yard</td>
<td>.44 yard</td>
<td>$3.81</td>
</tr>
<tr>
<td>Black standard vinyl sheeting</td>
<td>$11.43/per square yard</td>
<td>.44 yard</td>
<td>$5.03</td>
</tr>
<tr>
<td>Red standard vinyl sheeting</td>
<td>$14.40/per square yard</td>
<td>.11 yard</td>
<td>$1.58</td>
</tr>
<tr>
<td>Labor Cost</td>
<td>$15.00/hour</td>
<td>.5 hour</td>
<td>$7.50</td>
</tr>
</tbody>
</table>

**TOTAL PER SIGN** $38.72
### Work Order Description
Investiture materials - one slide, one 4x4' stage logo and one podium logo

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imaging</td>
<td>Closed by Technician</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Technician</th>
<th>Work Order Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varcados, Sophia</td>
<td>Graphic Design</td>
</tr>
</tbody>
</table>

### Department
General Administration (President's Office)

<table>
<thead>
<tr>
<th>FY</th>
<th>Fund</th>
<th>Org.</th>
<th>Subclass</th>
<th>Proj. Grant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>41</td>
<td>SA58225</td>
<td>99F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Technician</th>
<th>Amt.</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-9-2019</td>
<td>Large format adhesive-backed paper</td>
<td>Varcados</td>
<td>5.00</td>
<td>17.00</td>
<td>85.00</td>
</tr>
<tr>
<td></td>
<td>podium and stage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-9-2019</td>
<td>Foam core 4 feet by 8 feet sheet</td>
<td>Varcados</td>
<td>45.00</td>
<td>0.60</td>
<td>27.00</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td><strong>112</strong></td>
</tr>
</tbody>
</table>

### Online Access Information
Access this workorder information on the [Creative Services Homepage](#)

Your Work Order Number: **51271**

*Labor is not charged to client. It is a part of regular duties and hours are tracked for internal record.*
<table>
<thead>
<tr>
<th>WO No.</th>
<th>Customer Name</th>
<th>Request Date</th>
<th>Due Date</th>
<th>Bill Cycle</th>
</tr>
</thead>
</table>

**Work Order Description**
Investiture signage and 4 banners

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imaging</td>
<td>Withheld</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Technician</th>
<th>Work Order Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layng, Diane</td>
<td>Graphic Design</td>
</tr>
</tbody>
</table>

**Department**
General Administration (President's Office)

<table>
<thead>
<tr>
<th>FY</th>
<th>Fund</th>
<th>Org.</th>
<th>Subclass</th>
<th>Proj. Grant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>41</td>
<td>SA58225</td>
<td>99F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Technician</th>
<th>Amt.</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-19-2019</td>
<td></td>
<td>Layng</td>
<td>5.00</td>
<td>68.00</td>
<td>340.00</td>
</tr>
<tr>
<td>4-5-2019</td>
<td>Large format No-Curl banner</td>
<td>Layng</td>
<td>1.00</td>
<td>16.00</td>
<td>16.00</td>
</tr>
<tr>
<td>4-5-2019</td>
<td>Grommet</td>
<td>Layng</td>
<td>75.00</td>
<td>4.00</td>
<td>300.00</td>
</tr>
<tr>
<td>4-5-2019</td>
<td>Banner Stand, tent style</td>
<td>Layng</td>
<td>5.00</td>
<td>24.00</td>
<td>120.00</td>
</tr>
<tr>
<td>4-5-2019</td>
<td>Large format heavy weight print</td>
<td>Layng</td>
<td>25.00</td>
<td>0.50</td>
<td>12.50</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>788.50</strong></td>
</tr>
</tbody>
</table>

**Online Access Information**
Access this workorder information on the Creative Services Homepage
Your Work Order Number: 51200

*Labor is not charged to client. It is a part of regular duties and hours are tracked for internal record.*
Hello Liz,

Below I broke down the time I spent putting together the proposal for the chain. Please let me know if you have any questions or concerns.

1.5 hours- Travel time- pick up chain
1 hour- Test metals
3 hours- sketch, research prices, type proposal
1.5 hours- Travel to return chain
Total: 7 hours @ $20/h = $140

Sincerely,
Julie Goldberg
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluative Consultation (1hr)</td>
<td>40.0</td>
</tr>
<tr>
<td>Design &amp; Planning (3hr)</td>
<td>60.0</td>
</tr>
<tr>
<td>Material Sourcing (2hr)</td>
<td>40.0</td>
</tr>
<tr>
<td>Hexagon Fabrication (i.e. modeling, cutting assembling) (8hr)</td>
<td>160.0</td>
</tr>
<tr>
<td>Wood Finishing, (i.e. Sanding, Staining, Ebonizing) (3hr)</td>
<td>60.0</td>
</tr>
<tr>
<td>Modeling &amp; Cutting Quote Plates (5hr)</td>
<td>100.0</td>
</tr>
<tr>
<td>Refinishing of Existing Metal Work (4hr)</td>
<td>80.0</td>
</tr>
<tr>
<td><strong>26HR</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong> $540.00</td>
<td></td>
</tr>
</tbody>
</table>
Ari Norris

Permanent Address:

Temporary:

(Void after 7/1/2019)

Bill To
Office of the President
Northern Illinois University
DeKalb, IL 60115

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid Brass Escutcheon Pins (30)</td>
<td>3.99</td>
</tr>
<tr>
<td>Brass Black Metal Finish (2)</td>
<td>39.90</td>
</tr>
<tr>
<td>9mm Baltic Birch (1)</td>
<td>16.51</td>
</tr>
<tr>
<td>African Mahogany (1)</td>
<td>42.60</td>
</tr>
<tr>
<td>Ebonized West African Wenge (1)</td>
<td>70.73</td>
</tr>
<tr>
<td>Plexi-Glas 24&quot; x 36&quot; (1)</td>
<td>24.59</td>
</tr>
</tbody>
</table>

Total $198.32
Ari Norris
Permanent Address:

Temporary:
(Void after 7/1/2019)

Bill To
Office of the President
Northern Illinois University
DeKalb, IL 60115

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluative Consultation (1hr)</td>
<td>40.0</td>
</tr>
<tr>
<td>Design &amp; Planning (3hr)</td>
<td>60.0</td>
</tr>
<tr>
<td>Material Sourcing (2hr)</td>
<td>40.0</td>
</tr>
<tr>
<td>Hexagon Fabrication (i.e. modeling, cutting assembling) (8hr)</td>
<td>160.0</td>
</tr>
<tr>
<td>Wood Finishing, (i.e. Sanding, Staining, Ebonizing) (3hr)</td>
<td>60.0</td>
</tr>
<tr>
<td>Modeling &amp; Cutting Quote Plates (5hr)</td>
<td>100.0</td>
</tr>
<tr>
<td>Refinishing of Existing Metal Work (4hr)</td>
<td>80.0</td>
</tr>
</tbody>
</table>

**Total** 26HR $540.00
Dear Chelsea,

Departmental expenditures in preparation for the Investiture have not all shown up yet on monthly financial reports in order to transfer them. I wanted to inform you though that materials and labor expenses for producing the Selections from Bandolier Press print exhibition in the Reynolds Whitney Gallery in the School of Music for President Freeman’s Investiture will add up to approximately $1350.00.

Please advise on account numbers for journal transfers for the following:

**NIU Art Museum P-Card and Payroll expenses:**
Materials: $100 total
  - Foam Core: @$75
  - Mounting Corners: @25
Labor: $295.75 total
  - Student Employee, 01799539, Ari Norris, 35 hours building frames x $8.45 per hour, $295.75.

Only partial hours for this employee could be recorded during the March 16-March 31 pay period because of the limits on student employment hours. Ari’s complete hours for frame building will be covered with the addition of the April 1-15 pay period. I can prepare a journal transfer to the account number you provide after these show up on the museum’s FHSR for April (early-mid May). This can be done in two transfers in order to cover the hours recorded in March earlier if you prefer.

**Olson Gallery, School of Art P-Card expenses:**
Materials: $924.99 total
  - Wood: $437.36
  - Plexi-glass: $487.63

The event turned out to be very exciting and positive for NIU.

Thank you.  
Josephine Burke  
Director, NIU Art Museum  
815.753.7898  
Jburke2@niu.edu
Use Your 2% BIG CARD REBATE

MENARDS - SYCAMORE
25 Mercantile Dr.
Sycamore, IL 60178

KEEP YOUR RECEIPT
OUR POLICY VARIES BY PRODUCT TYPE

As noted below, allowable returns for
on this receipt will be in the form
of an in-store credit voucher if the
return is done after 06/19/19

If you have questions regarding the
charges on your receipt, please
email us at:
SYCfrontend@menards.com

Sale Transaction

Tax Exempt: IL0869146
Church/Non-Profit:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 PACK CHROME S HOOKS</td>
<td>2116835</td>
<td>4.49 NT</td>
<td></td>
</tr>
<tr>
<td>1X2-6' SELECT BOARD</td>
<td>1031563</td>
<td>43.12</td>
<td>49.56 NT</td>
</tr>
<tr>
<td>1X2-6' CLR RED OAK BOARD</td>
<td>1042627</td>
<td>87.19</td>
<td>32.34 NT</td>
</tr>
<tr>
<td>1X2-6' CLR RED OAK BOARD</td>
<td>1042591</td>
<td>85.39</td>
<td>15.33 NT</td>
</tr>
<tr>
<td>1X2-4' SELECT BOARD</td>
<td>1031550</td>
<td>82.19</td>
<td>15.33 NT</td>
</tr>
<tr>
<td>1X2-4' CLR RED OAK BOARD</td>
<td>1042562</td>
<td>80.59</td>
<td>25.13 NT</td>
</tr>
<tr>
<td><em>TOTAL SALE</em></td>
<td></td>
<td></td>
<td>160.99</td>
</tr>
<tr>
<td><em>VISA CREDIT</em></td>
<td></td>
<td></td>
<td>160.99</td>
</tr>
</tbody>
</table>

*Auth Code:074235*
*Chip Inserted: 00031010 64aa13e361de*

NUMBER OF ITEMS = 40

The cardholder acknowledges receipt of
services in the total amount shown
and agrees to pay the card issuer
according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP
PLEASE RETAIN FOR YOUR RECORDS.

Now Hiring!
Extra $3/HR on Weekends
Please Apply in Person
Or at Menards.com/Careers

THANK YOU, YOUR CASHIER, Brandy

66693 09 B115 03/21/19 08:48AM 3145
Tax Exempt: 1L0070054
Church/Non-Profit

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1K2-B' CLR RED OAK BOARD</td>
<td>14</td>
<td>$7.19</td>
<td>$100.66</td>
</tr>
<tr>
<td>ACRYLIC SHEET-STD GRADE</td>
<td>6</td>
<td>$19.99</td>
<td>$99.95</td>
</tr>
<tr>
<td>ACRYLIC SHEET-STD GRADE</td>
<td>7</td>
<td>$18.99</td>
<td>$132.86</td>
</tr>
</tbody>
</table>

**SALE**

**$333.47**

**GUEST COPY**

Cardholder acknowledges receipt of services in the total amount shown on and agrees to pay the card issuer according to its current terms.

**THIS IS YOUR CREDIT CARD SALES SLIP PLEASE RETAIN FOR YOUR RECORDS.**

**Now Hiring!**

Extra $3/HR on Weekends
Please Apply in Person
Or at Menards.com/Careers

THANK YOU, YOUR CASHIER, Pamela
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>123.45</td>
<td>2</td>
<td>$45.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>678.90</td>
<td>3</td>
<td>$30.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>987.65</td>
<td>5</td>
<td>$20.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**Subtotal:** $280.00

**Tax:** $32.00

**Total:** $312.00

**Payment Method:** Credit Card

**Date:** 04/15/2023

---

RETURN TO TENDER OF REMARKS OR RETURNS AS REQUIRED.

If you have questions regarding your receipt, please call us at: 1-800-555-1234.
Date  3/29/19

Invoice # 3535

Bill to:  N1U
         Art Museum

☐ Charge invoice
☒ Sales Invoice
☐ Taxable
☐ Tax Exempt
☐ PO number

Received by  
Signature  
Printed name  753 7867
Phone number

Thank you!
<table>
<thead>
<tr>
<th>Log Number</th>
<th>Transaction Date</th>
<th>Vendor Name</th>
<th>Brief description of items purchased</th>
<th>Memo</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Hyvee</td>
<td>Demolition神圣的</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>03/21</td>
<td>Menards</td>
<td>Framing supply NIU Presidential Invocation exhibition Reynolds Whitney Gallery</td>
<td>02</td>
<td>435.02</td>
</tr>
<tr>
<td>4</td>
<td>03/21</td>
<td>Menards</td>
<td>Framing supply NIU Presidential Invocation exhibition Reynolds Whitney Gallery</td>
<td>02</td>
<td>160.99</td>
</tr>
<tr>
<td>5</td>
<td>03/22</td>
<td>Menards</td>
<td>Framing supply NIU Presidential Invocation exhibition Reynolds Whitney Gallery</td>
<td>02</td>
<td>333.47</td>
</tr>
</tbody>
</table>

I certify that the above charges are actual charges incurred by me in the course of business, and that I was authorized to incur the charges.

Signature of Cardholder: ____________________________ Date: 04/01/19

Signature of Departmental P-Card Liaison: ____________ Date: ____________
Now when you shop at sellers who use Square, your receipts will be delivered automatically.

$105.00

Custom Amount $105.00
Ground transportation charges for Ron Trewyn from Altgeld Hall, NIU to ORD on 04/05/2019. All charges include gratuity and are complete.

Total $105.00

Evergreen Limousine and Transportation Services
815-748-5466
Visa (On File) Mar 20
VISA 2019

at 9:02 PM
#jSly
Auth
code: 053307

1(815)761-4449 - Mobile

This payment was completed with a Visa 4690 saved on file. To change or cancel your payment method, please contact Evergreen Limousine and Transportation Services using the information above, or remove your card on file.

© 2019 Square, Inc.

1455 Market Street, Suite 600
San Francisco, CA 94103

Square Privacy Policy
Guest Name: Ron Trewyn
Company: Chelsea Duis
Address: AL 300
DeKalb, IL 60115
Phone: +1 815-753-1271
Fax:
Email: ewright1@niu.edu

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Description</th>
<th>Room</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/3/19</td>
<td>Room Charge</td>
<td>Manual Override</td>
<td>1503 : 1503</td>
<td>$175.00</td>
</tr>
<tr>
<td>4/3/19</td>
<td>Sales Tax</td>
<td>Sales Tax @ 5.64%</td>
<td>1503 : 1503</td>
<td>$9.87</td>
</tr>
<tr>
<td>4/3/19</td>
<td>Local Room Tax</td>
<td>Occupancy Tax @ 7.5%</td>
<td>1503 : 1503</td>
<td>$13.13</td>
</tr>
<tr>
<td>4/3/19</td>
<td>NIU Charge</td>
<td>NIU Charge</td>
<td>1503 : 1503</td>
<td>$396.00</td>
</tr>
<tr>
<td>4/4/19</td>
<td>Room Charge</td>
<td>Manual Override</td>
<td>1503 : 1503</td>
<td>$175.00</td>
</tr>
<tr>
<td>4/4/19</td>
<td>Sales Tax</td>
<td>Sales Tax @ 5.64%</td>
<td>1503 : 1503</td>
<td>$9.87</td>
</tr>
<tr>
<td>4/4/19</td>
<td>Local Room Tax</td>
<td>Occupancy Tax @ 7.5%</td>
<td>1503 : 1503</td>
<td>$13.13</td>
</tr>
</tbody>
</table>

Room Charges: $350.00
Incidentals: $0.00
Taxes & Service Charges: $46.00
Total: $396.00

Balance: $0.00

Payment Information
Payer: Ron Trewyn
Payment Method: NIU Charge
Account #: 
Exp Date: 
Signature: 
Date: 

Guest Statement
Reservation #: 11966272
Folio Name: Guest Folio

Property: NIU Hotel at Holmes Student Center
Room: 1503 : 1503
Arrival: Wed Apr 03, 2019 - 2 Night(s)
Departure: Fri Apr 05, 2019
# Guests: 1 Adults / 0 Children
<table>
<thead>
<tr>
<th>date</th>
<th>reference</th>
<th>description</th>
<th>amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/4/2019</td>
<td>311998</td>
<td>GUEST ROOM [RTD FR RM 400 DURNIL, JOHN MICHAEL.RCPT B] [RTD FR RM DURNIL JOHN 400]</td>
<td>$109.00</td>
</tr>
<tr>
<td>4/4/2019</td>
<td>311998</td>
<td>State Hotel Tax [RTD FR RM DURNIL JOHN MICHAEL 400]</td>
<td>$6.54</td>
</tr>
</tbody>
</table>

For reservations call 1.800.hampton or visit us online at hampton.com

Account no.
VS
Card Member Name: President Freeman

Establishment No. and Location:

Total Amount: $1,360.92

Reimbursement: $1,113.48

M. Durnil Room
Total: $247.44
<table>
<thead>
<tr>
<th>date</th>
<th>reference</th>
<th>description</th>
<th>amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/5/2019</td>
<td>311874</td>
<td>RM-City Tax [RTD FR RM DURNIL JOHN MICHAEL]</td>
<td>$8.18</td>
</tr>
<tr>
<td>4/5/2019</td>
<td>311874</td>
<td>State Hotel Tax [RTD FR RM DURNIL JOHN MICHAEL 400]</td>
<td>$6.54</td>
</tr>
</tbody>
</table>

**for reservations call 1.800.hampton or visit us online at hampton.com**

**thanks.**

<table>
<thead>
<tr>
<th>date of charge</th>
<th>folio/check no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/9/2019</td>
<td>113229 A</td>
</tr>
</tbody>
</table>

**signature of card member**

X
Updated Receipt to fix Hampton Inn error and show correct charges of $247.44.

<table>
<thead>
<tr>
<th>DATE</th>
<th>REF NO</th>
<th>DESCRIPTION</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/4/2019</td>
<td>311698</td>
<td>TAXES</td>
<td>$14.72</td>
</tr>
<tr>
<td>4/5/2019</td>
<td>311874</td>
<td>GUEST ROOM [RTD FR RM 400 DURNIL, JOHN MICHAEL RCPT B]</td>
<td>$109.00</td>
</tr>
<tr>
<td>4/5/2019</td>
<td>311874</td>
<td>TAXES</td>
<td>$14.72</td>
</tr>
<tr>
<td>4/9/2019</td>
<td>312415</td>
<td>VS</td>
<td>($1,360.92)</td>
</tr>
<tr>
<td>5/1/2019</td>
<td>312415</td>
<td>VS</td>
<td>$1,113.48</td>
</tr>
</tbody>
</table>

**BALANCE** $0.00

EXPENSE REPORT SUMMARY

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ROOM AND TAX</td>
<td>$123.72</td>
<td>$123.72</td>
<td>$247.44</td>
</tr>
<tr>
<td>DAILY TOTAL</td>
<td>$123.72</td>
<td>$123.72</td>
<td>$247.44</td>
</tr>
</tbody>
</table>

CREDIT CARD DETAIL

<table>
<thead>
<tr>
<th>APPR CODE</th>
<th>MERCHANT ID</th>
<th>EXP DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>089642</td>
<td>8031112116</td>
<td>01/21</td>
</tr>
<tr>
<td>CARD NUMBER</td>
<td>TRANS TYPE</td>
<td></td>
</tr>
<tr>
<td>VS</td>
<td>Sale</td>
<td></td>
</tr>
</tbody>
</table>
Northern Illinois University
Check Request

Accounts Payable Use Only

A seven digit phone number is required for processing

Remittance Information:
Last Name: Duis
First Name: Chelsea

Or Vendor Name:
Address 1: Northern Illinois University
Address 2: Office of the President
City, State, Zip: DeKalb, IL 60115

Employee ID: [Redacted] or Student ID: [Redacted]

For honoraria and service payments:
Is the Payee a U.S. citizen or equivalent for tax purposes?
☐ Yes, complete and attach a Form W-9.
☐ No, see instructions to pay a Foreign National.

Attach Independent Contractor Certified Work Statement when applicable. See Instructions.

1099 Vendor:
Yes ☐ No [X]
Invoice Number: [Redacted] Invoice Date: [Redacted] Check Amount: $31.00

Reason for Payment: Description to support payment and account code selection. For honoraria include location and date(s) of event.
Reimbursement for cleaning of regalia for the president's investiture.

This does not appear on check stub.

Funding Distribution

<table>
<thead>
<tr>
<th>Amount ($.00)</th>
<th>Account</th>
<th>Fund</th>
<th>Cost Center</th>
<th>Program</th>
<th>Class</th>
<th>Project/Grant</th>
<th>Project/Grant Name (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1</td>
<td>31.00</td>
<td>685510</td>
<td>41</td>
<td>SA58225</td>
<td>N/A</td>
<td>99F</td>
<td></td>
</tr>
</tbody>
</table>

Total Payment: $31.00

Routing: ☐ Regular Mail ☐ Regular Mail with Attachments ☑ Campus Mail ☐ Pick Up ☒ Other

Invoice number and date are printed on check stub. Additional information for check stub if needed (limit 25 characters):

Required: (if this information is missing it will be returned to the originator)
Date: 04/09/19
Approved by: (Authorized Signature: [Redacted])
Prepared By: Sonia Fagan
Department: Admissions
Typed Approver Name and Job Title: Gigi Beaird, Business Administrative Associate

A/P Use Only:

Revised 04/28/2016
Grainacre Delivery
1334 E. LINCOLN HWY
DEKALB, IL 60115
815-758-6623

DUIS, CHELSEA
Altgeld Hall Rm 300
Dekalb, IL 60115
DUE: THR 04/04/19 4:00 pm
510426

2 ROBE - LONG BLACK 2-PRESS ONLY
environmental charge .25
TOTAL 16.75

Thanks for your business.
NO STARCH 04/03/19 07:09 T3 STAB Rack: # IP

YEL/605 THURS
510426 - 2 DUIS,

Grainacre Delivery
1334 E. LINCOLN HWY
DEKALB, IL 60115
815-758-6623

DUIS, CHELSEA
Altgeld Hall Rm 300
Dekalb, IL 60115
DUE: TUE 04/02/19 4:00 pm
510122

1 ROBE - SHORT BLACK OAK HALL
1 COLLAR LONG BLACK PURPLE Red
environmental charge .25
TOTAL 14.25

Thanks for your business.
NO STARCH 03/29/19 10:21 T3 STAB Rack: # IP

WHIT/055 TUES
510122 - 2 DUIS,C