

<b>Investiture Expenses</b>	
<p><b>Estimated Cost</b> (Please note that the items below represent university costs as of 5/1/19. While we don't anticipate other charges, due to billing cycles, there may be invoices still pending and amounts are subject to change. Additionally, the NIU Foundation hosted a related event for alumni and donors, which is a separate event, not paid for by the university.)</p>	
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
<b>Total Costs for Investiture Only</b>	<b>\$13,405.57</b>

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



TANTUS AMOR FLORUM

March 19, 2019

Dear Theresa,

I have completed the estimated pricing of the florals for the April 4, 2019 event.

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

Total: \$240.<sup>00</sup>

180.<sup>00</sup>

Thank you,

Flowers By Frank

Frank Adams  
Owner



Distinctively Unique and  
Creative Floral Designs

Specializing in Weddings,  
Special Events and  
Corporate Functions

28285 Church Rd  
Sycamore, IL 60178  
(815) 762-7165  
[www.flowersbyfrank.com](http://www.flowersbyfrank.com)

**Flowers By Frank**

Frank Adams  
Owner



Distinctively Unique and  
Creative Floral Designs

Specializing in Weddings,  
Special Events and  
Corporate Functions

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

*cell phone:*

**FLOWERS BY FRANK**



**INVOICE**

**BILL TO:**

*Northern Illinois University*

**DATE:**

*April 4, 2019 C/o Terry*

**ITEM DESCRIPTION**

**AMOUNT**

*6 floral arrangements  
@ \$30.00 each*

*\$180.00*

**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 Beard, Liz Wright

**Phone:** 753-1427

**Email:** HSC\_Accounting

**Event:** Presidential Investiture Pre-Dinner

**Invoice #:** BAVC340

**Event #:** 73320

**Coordinator:** Liz Wright

DATE	DESCRIPTION	AMOUNT
4/4	Belgium Endive/Nobashi Shrimp for 35 @ \$6 pp	\$210.00
	Served Chef Banquet for 35 @ \$32.50 pp	1,137.50
	Bartender Fee	100.00
	Butler Service	25.00
	Labor - Room Setup	50.00
	Labor - BSW Cleaning Fee, after hours	60.00
	Labor - Event Staff, after hours	80.00
	AVC Ashelford Hall, DeBiase Board Room, Castle Library	
<b>TOTAL THIS PAGE</b>		<b>\$1,662.50</b>

**ACCOUNTING ENTRIES**

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

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:**

DATE	DESCRIPTION	AMOUNT
4/5	Reception - 450 ppl	\$3,600.00
	Linen	42.00
	Delivery Fee	25.00
<b>TOTAL THIS PAGE</b>		<b>\$3,667.00</b>

**ACCOUNTING ENTRIES**

Account	Fund	Cost Cntr	Program	Subclass	Proj/Grant	Amount	Jrnl Line Ref	Line Description
693020	41	SA58225	N/A	99F		3,667.00	UC80451	HSC Catering 4/5
420235	29	PF51210	N/A	08C		(3,667.00)	UC80451	69270 Catering 4/5
			N/A					
			N/A					
			N/A					
			N/A					
			N/A					
			N/A					
			N/A					
			N/A					

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

# INVOICE

Date: 3/20/2019  
Invoice # 243032019

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

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

<i>Salesperson</i>	<i>Job</i>	<i>Payment Terms</i>	<i>Due Date</i>
Victoria Shipman	BAVC Dinner April 4 <sup>th</sup> , 2019	Due on receipt	April 4 <sup>th</sup> , 2019

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

**Subtotal** 393.00  
**Sales Tax** .00  
**Total** 393.00

**Thank you for your business!**

# TOOL TIME

1802 Sycamore Road - DeKalb, IL 60115 (815) 748-2121

**Party Rentals - Tool & Equipment Rental & Repairs**

RENTED AND/OR SOLD TO

**Reservation Adjustment**

CONTRACT NUMBER 53311

INVOICE NUMBER

DATE AND TIME IN

DATE AND TIME OUT 04/02/2019 8.00 AM

ADDRESS AT WHICH EQUIPMENT WILL BE USED

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

BOUTELL HALL MUSIC BUILDING  
 550 LUCINDA AVE DEKALB  
 TABLES WILL BE IN LIBRARY

**Delivery Date:** 04/05/2019 **Time:** 9.00 AM  
**Pickup Date:** 04/06/2019 **Time:** 8.00 AM

815-762-1226

WRITTEN BY

CHECKED IN BY

AGENT'S NAME

JOB LOCATION

JOSH

CAR LICENSE NUMBER

DRIVER'S LICENSE NUMBER

P.O. NO. OR JOB NO.

DATE AND TIME DUE IN

See Details Below

Item #	Description	Quantity	ITEMS RENTED AND/OR SOLD	Rates	M	W	D	H	Date & Time Due	Amount
<del>PT-640-00</del>	<del>TABLE - COCKTAIL - 24"</del>	<del>5</del>	<del>5</del>	<del>40.00</del>	<del>1</del>	<del>0</del>	<del>0</del>	<del>1</del>	<del>04/03/2019 8.00 AM</del>	<del>200.00</del>
10.00 Minimum	10.00 Day 10.00 24 Hrs	40.00	1 Week	120.00	4 Wks					
PT-640-00	TABLE - BANQUET - 8'	5	5	24H	9.00			1	04/03/2019 8.00 AM	72.00
9.00 Minimum	9.00 Day 9.00 24 Hrs	36.00	1 Week	108.00	4 Wks					36.00
PT-100-00	CHAIR - BLACK - 300LB LIMIT (NB)	30		24H	1.35			1	04/03/2019 8.00 AM	40.50
1.35 Minimum	1.35 Day 1.35 24 Hrs	5.40	1 Week	16.20	4 Wks					
PT-644-00	TABLE - COCKTAIL - 24"	25	25	24H	10.00			1	04/03/2019 8.00 AM	266.00
10.00 Minimum	10.00 Day 10.00 24 Hrs	40.00	1 Week	120.00	4 Wks					200.00

Delivery Instructions: CUSTOMER PICKING UP 5 COCKTAIL TABLES ON 2ND

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

Mon-Sat 8am-5pm / Sun 9am-11am

ToolTimeDeKalb.com

Tool Time Rentals Inc on Facebook

RETURN EQUIPMENT CLEAN AND FULL OF GAS(Where applies) TO AVOID ADDITIONAL FEES!

LOADED BY DELIVERED BY PICKED UP BY

*President's  
office*  
 \$ 36  
 40.50  
 200.00  
 + 100.00  
 \$ 336.50

DAMAGE WAIVER CHARGE (DWC) 10.00 %  
 OF RENTAL CHARGE. RENTER MAY, BY INITIALS  
 HEREON, DECLINE BENEFITS OF PARAGRAPH  
 15, DAMAGE WAIVER, ON REVERSE SIDE OF THIS  
 CONTRACT.

DECLINES  
 (INITIALS)

DWC IS NOT INSURANCE.

PROMPT RETURN OF YOUR  
 RENTALS SAVE YOU MONEY.

ALL TIME IS CHARGED INCLUDING  
 SATURDAY, SUNDAY AND HOLIDAYS

**Total Rental** 572.50  
**Delivery/Pickup** 60.00  
**Subtotal** 632.50  
**Total** 432.50 632.50  
**Total Deposit Required** 0.00  
**Amount Received** 0.00

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: \_\_\_\_\_

The above prices are an estimate. The final amount will be calculated upon rental return. Thank you.

Rsv. Taken: 03/11/2019, Written: 03/11/2019, Last Adj.: 03/14/2019, Time: 13:22

# INVOICE

Date: 4/5/2019  
Invoice 2434519

Victoria Shipman Designs  
Essentials by House of  
Interiors  
1154 S. 4<sup>th</sup> St  
DeKalb, IL. 60115  
815-762-5054

essentials1154@live.com

To: NIU Barsema Alumni and  
visitors Center  
231 N. Annie Glidden Rd.  
DeKalb, IL. 60115  
815-753-5421  
Dana King  
Assistant Director of Events

<i>Salesperson</i>	<i>Job</i>	<i>Payment Terms</i>	<i>Due Date</i>
Victoria Shipman	Investiture Ceremony, Boutell Hall 2019	Due on Receipt	April 5 <sup>th</sup> , 2019

<i>Qty</i>	<i>Description</i>	<i>Unit Price</i>	<i>Line Total</i>
20	120" Black Poly Floor Length with 16 Inside Damask Wrap 4 Outside Red Wrap	16.00	320.00
1	Delivery and Set Up		125.00

**Subtotal** 445.00  
**Tax** Tax Exempt  
**Balance Due** 445.00

**Thank you for letting us be part of your  
Event!**



## Liz Wright

---

**From:** Chelsea Duis  
**Sent:** Wednesday, April 24, 2019 10:28 AM  
**To:** Liz Wright  
**Subject:** FW: Faculty/Staff/Org Interpreter Request #12381485

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 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](mailto:caldrich@niu.edu) Phone: 815-753-6257  
Website: [www.niu.edu/disability](http://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 real 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](mailto:caldrich@niu.edu) Phone: 815-753-6257  
Website: [www.niu.edu/disability](http://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](mailto:caldrich@niu.edu)>  
**Sent:** Thursday, January 17, 2019 4:41 PM  
**To:** Chelsea Duis <[cfrost1@niu.edu](mailto: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

<b>Name of department/organization cost center manager</b>	TBD
<b>Cost center manager email</b>	<a href="mailto:cfrost1@niu.edu">cfrost1@niu.edu</a>
<b>Special instructions</b>	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.
<b>Item #26</b>	Yes, I agree to the above terms and conditions
<b>Last Update</b>	2019-01-09 10:25:00
<b>Start Time</b>	2019-01-09 10:18:01
<b>Finish Time</b>	2019-01-09 10:25:00
<b>IP</b>	131.156.156.243
<b>Browser</b>	Chrome
<b>OS</b>	Windows
<b>Referrer</b>	<a href="https://fs19.formsite.com/niuform/form384/index.html">https://fs19.formsite.com/niuform/form384/index.html</a>

This email was sent to [caldrich@niu.edu](mailto:caldrich@niu.edu) as a result of a form being completed.  
[Click here](#) to report unwanted email.

KAR-FRE FLOWERS  
1126 E. STATE STREET  
SYCAMORE, IL 60178

\$ \_\_\_\_\_  
AMOUNT REMITTED

INVOICE

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

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

H:(815)753-1273 W:753-9501 F:815/753-8686

ACCT. NO: 0006874

PAYMENT: House

CLERK: KRIS WRENN

COPY NO: 1

PRINTED: 4/2/2019 2:27PM

ORDER NO: 294652/1

ORDER DATE: 4/2/2019 2:27PM

ORDERED BY:

DELIVERY DATE: **Fri, 04/05/2019**

DELIVERY TIME: AM PLEASE

CREDIT CARD INFORMATION

CARD/OCCASION  
Other

PRODUCT	QUANTITY	PRICE/UT	DISCOUNT	EXTENDED
CORP - PIN ON CORSAGE--SINGLE RED	12	6.20		74.40
CARNATIONS, BLACK BOW				
DELIVERY CHARGE	1	7.95		7.95
SUB-TOTAL				82.35
Sales Tax				0.00
TOTAL				82.35

ORDER NO: **JODI TYRRELL**  
**294652/1 of 1** **NORTHERN ILLINOIS UNIVERSITY**  
DELIVERY ZONE: **PRESIDENT'S OFFICE**  
**DEKALB** **300 ALTGELD HALL**  
**DE KALB, IL 60115**

DELIVERY DATE: **Fri, 04/05/2019**  
AM PLEASE.

Fri, 04/05/2019

RECEIVED BY \_\_\_\_\_

KAR-FRE FLOWERS  
PIN ON CORSAGE/

COPY NO: 1

*JODI TYRRELL*  
*NORTHERN ILLINOIS UNIVE*  
*PRESIDENT'S OFFICE*  
*300 ALTGELD HALL*  
*DE KALB, IL 60115*

Kar-Fre Flowers  
1126 E. State Street Sycamore, IL 60178  
815-895-6558

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](http://www.karfre.com)

## Liz Wright

---

**From:** DoNotReply@niu.edu  
**Sent:** Thursday, April 25, 2019 6:09 AM  
**To:** AccountsPayable; Liz Wright  
**Subject:** Reminder: Accounting Invoice Payment Authorization Link (10 Day Notice) (PO#: Vendor: KAR FRE FLOWERS)

**Importance:** High

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: 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](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](mailto: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>

## Liz Wright

---

**From:** DoNotReply@niu.edu  
**Sent:** Thursday, April 25, 2019 6:09 AM  
**To:** AccountsPayable; Liz Wright  
**Subject:** Reminder: Accounting Invoice Payment Authorization Link (10 Day Notice) (PO#: Vendor: KAR FRE FLOWERS)

**Importance:** High

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](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](mailto: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>

KAR-FRE FLOWERS  
1126 E. STATE STREET  
SYCAMORE, IL 60178

Date: 04/04/2019  
Time: 05:06:49 PM  
KW

Terminal: 3  
Session: 12123

Order Number: 294734

Qty	Description	Price
-----	-------------	-------

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

**\*\*\*REFUND\*\*\***

We appreciate your business! Questions  
about your order? Please call us at  
815-895-6658 .

Print Date: 04/04/2019  
Print Time: 05:06:52 PM

# NIU Campus Mail Services

## Account Charge Detail

Account Name

Date	Description	Class	Pieces	Total Charge
02SA3401006A				
3/5/2019	President's Office	11 First Cl Letters - Presorted	137	\$62.609
			137	\$62.609
Total			137	\$62.609



**Liz Wright**

---

**Subject:** RE: Parking Services Billing Report 2019-03-31

**From:** [parking@niu.edu](mailto:parking@niu.edu) [mailto:[parking@niu.edu](mailto:parking@niu.edu)]

**Sent:** Tuesday, April 2, 2019 10:48 AM

**To:** Theresa Stack <[tstack@niu.edu](mailto: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

**Account Number:** SA58225-41-N/A-99F-672035

**Date:** 03/20/2019

**Account Name:** ALTGELD HALL EVENTS- EXTE

**Notes:** Presidents Office requested 2 signs for the presidential investiture on 4/5/19 under SC0028 for of 77.44

Item	Description	Qty	Unit Price	An
Signs	Signs	1.00	\$77.4400	

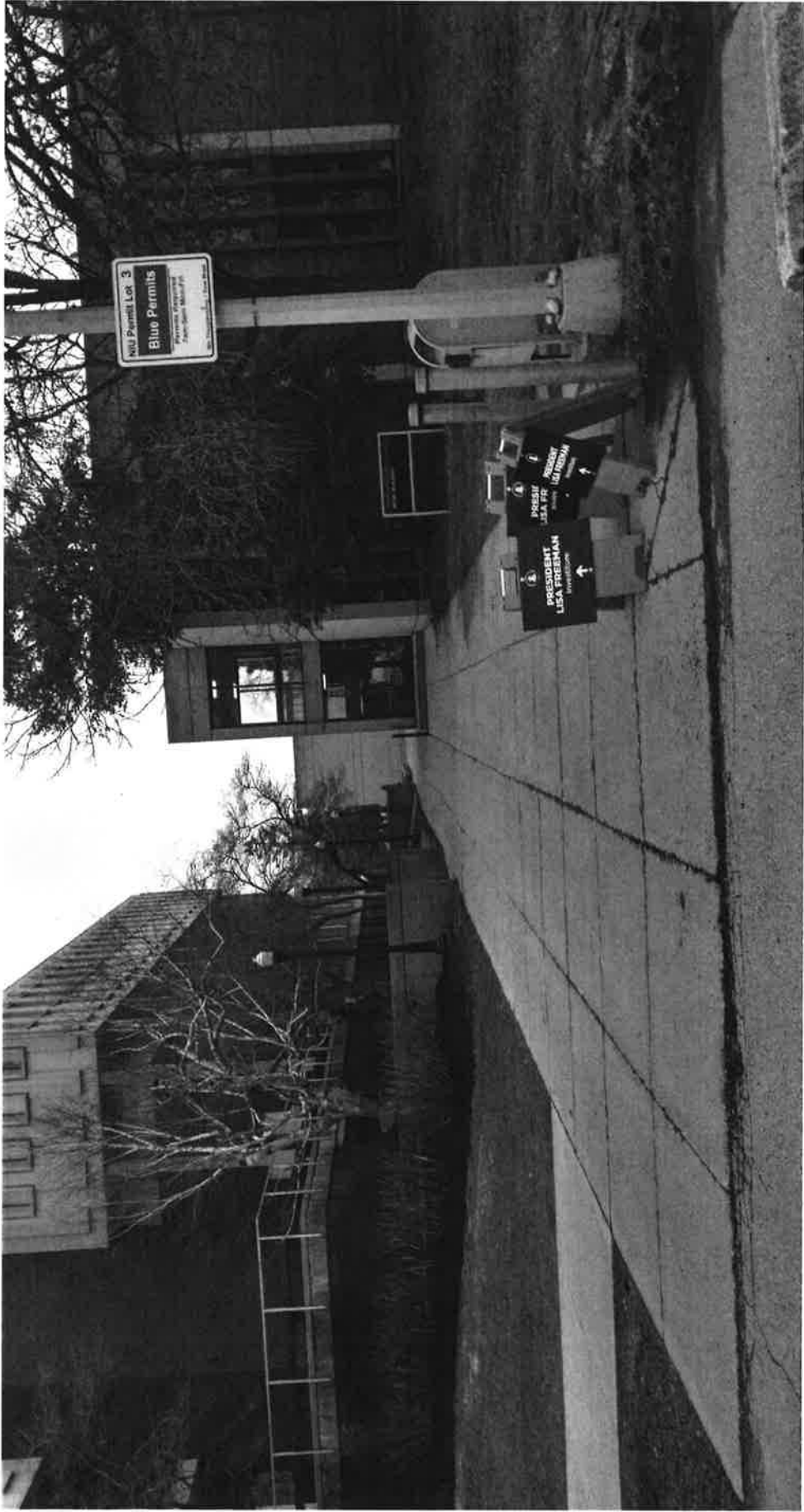
**Total:**

Contact [parking@niu.edu](mailto:parking@niu.edu) with questions regarding these charges.

# INVOICE FOR SANDWICH BOARDS 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** Order Date: 4/2/2019 3:29:24 PM CDT  
As of 4/3/2019 8:21:45 AM 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 4/3/2019 9:21:03 AM

Products	Qty Ordered	Qty Shipped	Shipping Carrier	Tracking Number
Order Your Print Job	400	400	Courier	

**Products**

**Investiture Program Insert**

Item Name: Order Your Print Job

Qty	Unit Price	Total
400	\$0.17	\$69.55

Payment Method:

**Cost Center**

Cost Center Number:

**41SA5822599F**

P.O. Number:

**Invest. Program Ins**

Subtotal	\$69.55
Shipping	\$14.50
<b>Total</b>	<b>\$84.05</b>

**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**      Order Date: 3/28/2019 10:53:55 AM CDT  
As of 4/3/2019 8:41:46 AM CDT      Due Date: 4/5/2019 2:00:00 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**

Courier (Not available for Paper/AnywherePrints)

**ADDRESS**

Chelsea Duis  
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

Products	Qty Ordered	Qty Shipped	Shipping Carrier	Tracking Number
Booklets - Custom	400	400	Courier	

**Products**

Presidential Investiture Ceremony Program

Item Name: Booklets - Custom

Qty	Unit Price	Total
400	\$1.02	\$407.50

Payment Method:

**Cost Center**

Cost Center Number:

**41SA5822599F**

Subtotal	\$407.50
Shipping	\$14.50
<b>Total</b>	<b>\$422.00</b>

# 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**  
Status: **Shipped**  
As of 3/1/2019 3:43:17 PM CDT  
Order Date: 2/26/2019 8:06:35 AM CDT  
Due Date: 3/1/2019 8:30:00 AM CDT

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

#### Hours Of Operation

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

### SHIPMENT DETAILS

Partial Shipment 1	ERP Shipping ID J201902260001	3/1/2019 2:27:35 PM		
Products	Qty Ordered	Qty Shipped	Shipping Carrier	Tracking Number
Postcards - Large	150	150	Customer Pick-Up	
Partial Shipment 2	ERP Shipping ID J201902260002	3/1/2019 2:26:58 PM		
Products	Qty Ordered	Qty Shipped	Shipping Carrier	Tracking Number
Postcards - Large	400	400	Customer Pick-Up	
Partial Shipment 3	ERP Shipping ID J201902260003	3/1/2019 4:42:13 PM		
Products	Qty Ordered	Qty Shipped	Shipping Carrier	Tracking Number
Custom Envelopes	550	550	Customer Pick-Up	
Partial Shipment 4	ERP Shipping ID J201902260004	3/1/2019 4:40:55 PM		
Products	Qty Ordered	Qty Shipped	Shipping Carrier	Tracking Number

## Price Quote for lot 3 Investiture Closure Signs

<b>Material</b>	<b>\$ Price Per Unit</b>	<b>Quantity</b>	<b>Total</b>
24 X 24 Aluminum Blanks	\$20.80 each	1	\$20.80
White Engineer grade sheeting	\$8.67/per square yard	.44 yard	\$3.81
Black standard vinyl sheeting	\$11.43/per square yard	.44 yard	\$5.03
Red standard vinyl sheeting	\$14.40/per square yard	.11 yard	\$1.58
Labor Cost	\$15.00/hour	.5 hour	\$7.50
TOTAL PER SIGN			\$38.72

CLOSE

PRINT

<b>WO No.</b>	<b>Customer Name</b>	<b>Request Date</b>	<b>Due Date</b>	<b>Bill Cycle</b>
0000051271	Wright, Liz	4-9-2019	4-9-2019	
	<b>Customer Phone</b>	<b>Payment Type</b>		
		Interdepartmental Billing		
<b>Work Order Description</b>				
Investiture materials - one slide, one 4x4' stage logo and one podium logo				
<b>Service Type</b>		<b>Status</b>		
Imaging		Closed by Technician		
<b>Primary Technician</b>		<b>Work Order Type</b>		
Varcados, Sophia		Graphic Design		
<b>Department</b>				
General Administration (President's Office)				
<b>FY</b>	<b>Fund</b>	<b>Org.</b>	<b>Subclass</b>	<b>Proj. Grant</b>
2019	41	SA58225	99F	
				<del>\$212.00</del>

Date	Description	Technician	Amt.	Qty.	Total
<del>4-9-2019</del>	<del>Large format adhesive-backed paper</del>	<del>Varcados</del>	<del>5.00</del>	<del>17.00</del>	<del>85.00</del>
<del>4-9-2019</del>	<del>podium and stage</del>	<del>Varcados</del>	<del>45.00</del>	<del>0.60</del>	<del>27.00</del>
4-9-2019	Large format adhesive-backed paper	Varcados	5.00	17.00	85.00
4-9-2019	podium and stage	Varcados	45.00	0.60	27.00
		<b>Total</b>			<del>112.00</del>

\$112

<b>Online Access Information</b>
Access this workorder information on the <a href="#">Creative Services Homepage</a> 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.

CLOSE

PRINT

<b>WO No.</b>	<b>Customer Name</b>		<b>Request Date</b>	<b>Due Date</b>	<b>Bill Cycle</b>
0000051200	Wright, Liz		3-19-2019	3-19-2019	
	<b>Customer Phone</b>		<b>Payment Type</b>		
			Interdepartmental Billing		
<b>Work Order Description</b>					
Investiture signage and 4 banners					
<b>Service Type</b>			<b>Status</b>		
Imaging			Withheld		
<b>Primary Technician</b>			<b>Work Order Type</b>		
Layng, Diane			Graphic Design		
<b>Department</b>					
General Administration (President's Office)					
<b>FY</b>	<b>Fund</b>	<b>Org.</b>	<b>Subclass</b>	<b>Proj. Grant</b>	<b>Amount</b>
2019	41	SA58225	99F		<del>340.00</del>

Date	Description	Technician	Amt.	Qty.	Total
<del>3-19-2019</del>	<del>Consultation</del>	<del>Layng</del>	<del>200.00</del>	<del>1.00</del>	<del>200.00</del>
<del>3-19-2019</del>	<del>Signage</del>	<del>Layng</del>	<del>200.00</del>	<del>1.00</del>	<del>200.00</del>
<del>3-19-2019</del>	<del>Signage</del>	<del>Layng</del>	<del>200.00</del>	<del>1.00</del>	<del>200.00</del>
4-5-2019	Large format No-Curl banner	Layng	5.00	68.00	340.00
4-5-2019	Grommet	Layng	1.00	16.00	16.00
4-5-2019	Banner Stand, tent style	Layng	75.00	4.00	300.00
4-5-2019	Large format heavy weight print	Layng	5.00	24.00	120.00
4-5-2019	Coreplast 4ft x 8ft	Layng	25.00	0.50	12.50
	<b>Total</b>				<del>340.00</del>

\$ 788.50

<b>Online Access Information</b>
Access this workorder information on the <a href="#">Creative Services Homepage</a> Your Work Order Number: <b>51200</b>

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



**Liz Wright**

---

**From:** Julie Goldberg <jgoldberg@gmail.com>  
**Sent:** Sunday, April 7, 2019 10:08 PM  
**To:** Liz Wright  
**Subject:** Chain Quote Hours

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

**Julie Goldberg**

**INVOICE**  
103

Permanent Address:



**Bill To**

Office of the President  
Northern Illinois University  
DeKalb, IL 60115

**Invoice Date**

4/2/2019

<b>Description</b>	<b>Amount</b>
Evaluative Consultation (1hr)	40.0
Design & Planning (3hr)	60.0
Material Sourcing (2hr)	40.0
Hexagon Fabrication (i.e. modeling, cutting assembling) (8hr)	160.0
Wood Finishing, (i.e. Sanding, Staining, Ebonizing) (3hr)	60.0
Modeling & Cutting Quote Plates (5hr)	100.0
Refinishing of Existing Metal Work (4hr)	80.0
<b>26HR</b>	<b>Total \$540.00</b>

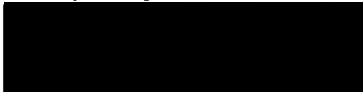
**Ari Norris**

**INVOICE  
101**

Permanent Address:



Temporary:



(Void after 7/1/2019)

**Bill To**

Office of the President  
Northern Illinois University  
DeKalb, IL 60115

**Invoice Date**

4/2/2019

<b>Description</b>	<b>Amount</b>
Solid Brass Escutcheon Pins (30)	3.99
Brass Black Metal Finish (2)	39.90
9mm Baltic Birch (1)	16.51
African Mahogany (1)	42.60
Ebonized West African Wenge (1)	70.73
Plexi-Glas 24" x 36" (1)	24.59
<b>Total</b>	<b>\$198.32</b>

**Ari Norris**

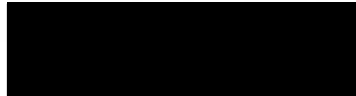
**INVOICE**

**102**

Permanent Address:



Temporary:



(Void after 7/1/2019)

**Bill To**

Office of the President  
Northern Illinois University  
DeKalb, IL 60115

**Invoice Date**

4/2/2019

<b>Description</b>	<b>Amount</b>
Evaluative Consultation (1hr)	40.0
Design & Planning (3hr)	60.0
Material Sourcing (2hr)	40.0
Hexagon Fabrication (i.e. modeling, cutting assembling) (8hr)	160.0
Wood Finishing, (i.e. Sanding, Staining, Ebonizing) (3hr)	60.0
Modeling & Cutting Quote Plates (5hr)	100.0
Refinishing of Existing Metal Work (4hr)	80.0
<b>26HR</b>	<b>Total \$540.00</b>

## Chelsea Duis

---

**From:** Josephine Burke  
**Sent:** Monday, April 15, 2019 4:07 PM  
**To:** Chelsea Duis  
**Cc:** Paul Kassel  
**Subject:** Investiture Gallery Expenses

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](mailto:Jburke2@niu.edu)

160.99  
333.47  
435.02  
74.81

Total  
actually  
1300.04

Use Your  2%  
BIG CARD REBATE

**MENARDS**

**MENARDS - SYCAMORE**  
1025 Mercantile Dr.  
Sycamore, IL 60178

KEEP YOUR RECEIPT  
RETURN 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:  
SYCAfrontend@menards.com



Sale Transaction

Tax Exempt IL0669146  
Church/Non-Profit

4 PACK CHROME S HOOKS		
2116835	4.49	NT
1X2-6' SELECT BOARD		
1031563 13 @3.12	40.56	NT
1X2-8' CLR RED OAK BOARD		
1042627 6 @7.19	43.14	NT
1X2-6' CLR RED OAK BOARD		
1042591 6 @5.39	32.34	NT
1X2-4' SELECT BOARD		
1031558 7 @2.19	15.33	NT
1X2-4' CLR RED OAK BOARD		
1042562 7 @3.59	25.13	NT

TOTAL SALE 160.99  
VISA CREDIT 160.99  
PO #

Auth Code:074235  
Chip Inserted  
00031010  
648a185ef81e7de

NUMBER OF ITEMS = 40

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

66883 09 8115 03/21/19 09:48AM 3145

(02)

Framing Supply  
N10 Periscope

Invocation

Exhibition

Reynolds

Whitney

Gallery

MENARDS BATAVIA  
700 N RANDALL ROAD  
BATAVIA, IL 60510

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for  
items on this receipt will be in the form  
of an in store credit voucher if the  
return is done after 06/20/19

If you have questions regarding the  
charges on your receipt, please  
email us at:

BATAfrontend@menards.com



Sale Transaction

Tax Exempt ILO870504  
Church/Non-Profit

1X2-8' CLR RED OAK BOARD	
1042827 14 @7.19	100.66 NT
ACRYLIC SHEET-STD GRADE	
4334248 5 @19.99	99.95 NT
ACRYLIC SHEET-STD GRADE	
4334247 7 @18.98	132.86 NT

SALE	333.47
CREDIT	333.47
0	

Code:023641  
Inserted  
000031010  
db22f9312170a060

NUMBER OF ITEMS = 26  
GUEST COPY -

Cardholder acknowledges receipt of  
goods/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](http://Menards.com/Careers)

THANK YOU, YOUR CASHIER, Pamela

14 19

LOZ  
From my  
Supply of WIC  
Presidential  
Innovation  
Exhibition  
April 15th  
Reginald  
Whitney  
Gallery

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for  
items 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:  
MTGDFrontend@menards.com



Sale Transaction

Tax Exempt ILO870504  
Church/Non-Profit

1X2-6' SELECT BOARD		
1031563	24 @3.12	74.88 NT
1X2-6' CLR RED OAK BOARD		
1042591	6 @5.39	32.34 NT
1X2-8' CLR RED OAK BOARD		
1042627	3 @7.19	21.57 NT
1X2-4' CLR RED OAK BOARD		
1042582	7 @3.59	25.13 NT
ACRYLIC SHEET-STD GRADE		
4334247	5 @18.98	94.90 NT
ACRYLIC SHEET-STD GRADE		
4334248	8 @19.99	159.92 NT
1X2-4' SELECT BOARD		
1031558	12 @2.19	26.28 NT

TOTAL SALE 435.02  
VISA CREDIT 435.02  
PO # 0

Auth Code:074490  
Inserted  
0000031010  
2d64f7d6c187f31f

NUMBER OF ITEMS = 85  
GUEST COPY

Cardholder acknowledges receipt of  
goods/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

(02)  
From  
my wife  
Presidential  
Innovation  
Exhibition  
April 1st  
Reynolds  
Whitney  
Gally





**Village Commons Bookstore**

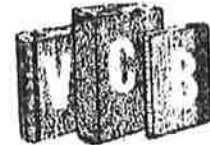
**901 Lucinda Ave.**

**DeKalb, IL 60115**

815-758-0613

[books@vcbs.com](mailto:books@vcbs.com)

[www.vcbs.com](http://www.vcbs.com)



VILLAGE COMMONS BOOKSTORE  
90 LUCINDA AVE | PH. 815.758.0613  
DEKALB IL 60115 | FAX 815.758.6678  
[WWW.VCBS.COM](http://WWW.VCBS.COM)  
[BOOKS@VCBS.COM](mailto:BOOKS@VCBS.COM)

SALI:  
03-19-19 15:01  
REI:18 TRAN#6395 CSHR#963

Date 3/29/19

Invoice # 3535

Bill to: NIU

Art Museum

- Charge invoice
- Sales Invoice
- Taxable
- Tax Exempt
- PO number \_\_\_\_\_

Received by   
Signature

Peter Olson  
Printed name

753 7867  
Phone number

Thank you!

CUST GRP 9 General Tax Exempt  
 199-1610281 FOAM 3/16 WHITE 32X40  
 26 @ 3.99 99.76 N  
 25% LINE DISCOUNT -24.94  
 SUB OTAL \$74.81  
 TAX 8.000% 0.00  
 TOTAL \$74.81  
 Visa 74.81  
 ACCOUNT # XXXXXXXXXXXX  
 NAME : OLSON PETER  
 GROUP :  
 APPROVAL CODE: 026249  
 CHARGE DUE \$0.00



Transaction ID: 00181903296395  
GENERAL MERCHANDISE RETURN  
RETURNS MUST BE MADE WITHIN 2 WEEKS  
FROM THE DATE OF PURCHASE. TEXTBOOKS  
DO NOT APPLY! ITEMS MUST BE IN  
SALEABLE CONDITION:  
UNWASHED, UNWORN, UNOPENED.

ALL RETURNS ARE SUBJECT TO AN APPROVAL

NO RETURNS: SALE ITEMS, DATED GOODS,  
CONSUMABLE SUPPLIES, CUSTOM THINGS,  
SPECIAL ORDERS, TRADE BOOKS

PLEASE CALL OR CHECK ONLINE FOR THE  
POLICIES ON TEXTBOOKS AND ELECTRONICS!

**NORTHERN ILLINOIS UNIVERSITY**  
P-CARD TRANSACTION LOG

Name of Cardholder Peter Van Ael  
(Please print or type)

Last 4 Digits of Credit Card Number [REDACTED]

Month/Year March 2018

Log Number	Transaction Date	Vendor Name	Brief description of items purchased	Memo	Amount
<del>1</del>	<del>03/20</del>	<del>Hyvec</del>	<del>Reception Station / Pagers</del>	<del>02</del>	<del>610.77</del>
<del>2</del>	<del>03/20</del>	<del>Lowell</del>	<del>Instructional supply ART 655 exhibition NIU Art Museum</del>	<del>04 NB 186 27</del>	<del>24.10</del>
3	03/21	Menards	Framing supply NIU Presidential Invocation exhibition Reynolds Whitney Gallery	02	435.02
4	03/21	Menards	Framing supply NIU Presidential Invocation exhibition Reynolds Whitney Gallery	02	160.99
5	03/22	Menards	Framing supply NIU Presidential Invocation exhibition Reynolds Whitney Gallery	02	333.47
<del>6</del>	<del>02/26</del>	<del>SAHM</del>	<del>Institutional Membership</del>	<del>02</del>	<del>600.00</del>
<del>7</del>	<del>02/26</del>	<del>SAHM</del>	<del>Institutional Membership</del>	<del>02</del>	<del>70.00</del>
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

*\$929.48*

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.

[REDACTED]  
Certification of Cardholder

[REDACTED]  
Date

[REDACTED]  
Certification of Departmental P-Card Liaison

[REDACTED]  
Date

*04/01/19*

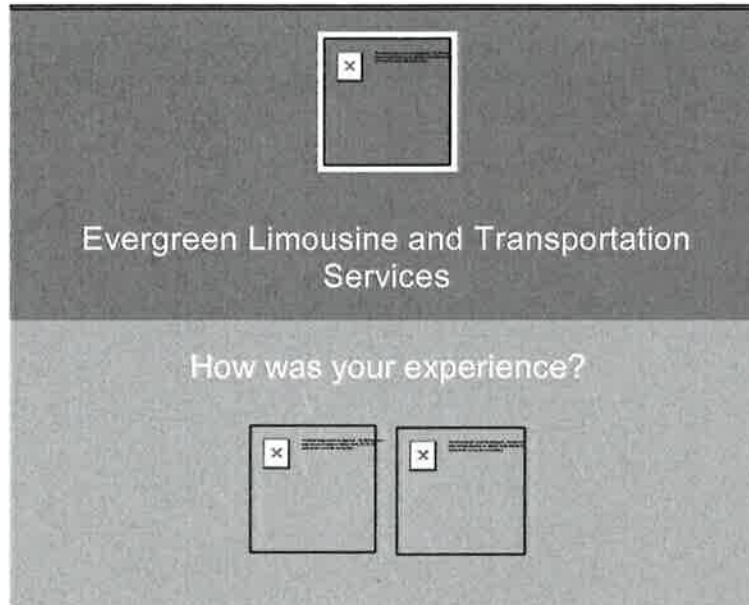
**Liz Wright**

*Receipt for*

**From:** Evergreen Limousine and Transportation Services via Square  
<receipts@messaging.squareup.com>  
**Sent:** Friday, April 19, 2019 10:21 AM  
**To:** Liz Wright  
**Subject:** Receipt from Evergreen Limousine and Transportation Services

*R. Trewyn  
Car one-way  
only*

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.	
<b>Total</b>	<b>\$105.00</b>

Evergreen Limousine and Transportation Services  
815-748-5466



Visa [REDACTED] (On File)  
VISA

Mar 20  
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](#)



**NIU Hotel at Holmes Student Center**

340 Carroll Ave At the corner of Lucinda  
 Avenue and Normal Road  
 Phone : +1 (815) 753-1444  
 Fax : +1 (815) 753-5099  
 Email : hotel@niu.edu  
 Website : http://www.niu.edu/hsc/hotelinfo

**NIU Hotel at  
 Holmes  
 Student  
 Center**

**Guest Statement**

Reservation # : 11966272  
 Folio Name : Guest Folio

**Guest Name : Ron Trewyn**

Company :  
 Address : Chelsea Duis  
 AL 300  
 DeKalb, IL 60115

Phone : +1 815-753-1271  
 Alt :  
 Fax :  
 Email : ewright1@niu.edu

Property : NIU Hotel at Holmes Student  
 Room : 1503 : 1503

Arrival : Wed Apr 03, 2019 -2 Night(s)  
 Departure : Fri Apr 05, 2019  
 # Guests : 1 Adults / 0 Children

**Invoice**

Date	Category	Description	Room	Amount
<b>4/3/19</b>	<b>Room Charge</b>	<b>Manual Override</b>	<b>1503 : 1503</b>	<b>\$ 175.00</b>
4/3/19	Sales Tax	Sales Tax @ 5.64%	1503 : 1503	\$ 9.87
4/3/19	Local Room Tax	Occupancy Tax @ 7.5%	1503 : 1503	\$ 13.13
<b>4/3/19</b>	<b>NIU Charge</b>	<b>NIU Charge</b>	<b>1503 : 1503</b>	<b>\$ 396.00</b>
<b>4/4/19</b>	<b>Room Charge</b>	<b>Manual Override</b>	<b>1503 : 1503</b>	<b>\$ 175.00</b>
4/4/19	Sales Tax	Sales Tax @ 5.64%	1503 : 1503	\$ 9.87
4/4/19	Local Room Tax	Occupancy Tax @ 7.5%	1503 : 1503	\$ 13.13

Room Charges :	\$	350.00
Incidentals :	\$	0.00
Taxes & Service Charges :	\$	46.00
<b>Total :</b>	<b>\$</b>	<b>396.00</b>
Payments :	\$	396.00
<b>Balance :</b>	<b>\$</b>	<b>0.00</b>

**Payment Information**

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

Signature : \_\_\_\_\_  
 Date : \_\_\_\_\_



Hampton Inn Dekalb  
 663 S. Annie Glidden Road • Dekalb, IL 60115  
 Phone (815) 748-4323 • Fax (815) 748-4326

*Will agreed to pay only - other charges 000 being received by Hampton Inn.*



President Freeman In OFFICE OF THE PRESIDENT ALTGELD HALL DEKALB IL 60115 UNITED STATES OF AMERICA	name address	room number: PFI arrival date: 4/4/2019 12:00:00 AM departure date: 4/6/2019 12:00:00 AM	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
		adult/child: room rate:	

4/29/2019	Rate Plan: HH # AL: Car:
Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency, I, or someone in my party require special evacuation assistance due to a physical disability. Please indicate yes by checking here: <input type="checkbox"/>	
signature:	

date	reference	description	amount
4/4/2019	311698	GUEST ROOM [RTD FR RM 400 DURNIL, JOHN MICHAEL:RCPT B] [RTD FR RM DURNIL JOHN 400]	\$109.00
4/4/2019	311698	RM-City Tax [RTD FR RM DURNIL JOHN MICHAEL	\$8.18
4/4/2019	311698	State Hotel Tax [RTD FR RM DURNIL JOHN MICHAEL 400]	\$6.54
			<i>123.72</i>

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

account no. VS	date of charge 4/9/2019	folio/check no. 113228 A
card member name President Freeman In	authorization 089642	initial
establishment no. and location	establishment agrees to transmit to card holder for payment	
	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	-1,360.92



*Reimbursement: \$1,113.48*  
*Total: \$247.44*  
*M. Durnil room*



Hampton Inn Dekalb  
663 S. Annie Glidden Road • Dekalb, IL 60115  
Phone (815) 748-4323 • Fax (815) 748-4326



Official Sponsor

President Freeman In OFFICE OF THE PRESIDENT ALTGELD HALL DEKALB IL 60115 UNITED STATES OF AMERICA	name address room number: PFI arrival date: 4/4/2019 12:00:00 AM departure date: 4/6/2019 12:00:00 AM adult/child: room rate:	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
	Rate Plan: HH # AL: Car:	
4/29/2019	Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency, I, or someone in my party require special evacuation assistance due to a physical disability. Please indicate yes by checking here: <input type="checkbox"/>	
signature: _____		

date	reference	description	amount
4/5/2019	311874	GUEST ROOM [RTD FR RM 400 DURNIL, JOHN MICHAEL:RCPT B] [RTD FR RM DURNIL JOHN 400]	\$109.00
4/5/2019	311874	RM-City Tax [RTD FR RM DURNIL JOHN MICHAEL	\$8.18
4/5/2019	311874	State Hotel Tax [RTD FR RM DURNIL JOHN MICHAEL 400]	\$6.54
			123.72

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

thanks.

account no. VS [REDACTED]	date of charge 4/9/2019	folio/check no. 113228 A
card member name President Freeman In	authorization 089642	initial
establishment no. and location establishment agrees to transmit to card holder for payment	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	[REDACTED]





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

HAMPTON INN DEKALB  
 663 ANNIE GLIDDEN ROAD  
 DEKALB, IL 60115  
 United States of America  
 TELEPHONE 815-748-4323 • FAX 815-748-4326  
 Reservations  
 www.hilton.com or 1 800 HILTONS

President Freeman In  
  
 OFFICE OF THE PRESIDENT  
 ALTGELD HALL  
 DEKALB IL 60115  
 UNITED STATES OF AMERICA

Room No: PFI  
 Arrival Date:  
 Departure Date:  
 Adult/Child:  
 Cashier ID: GREGORYKOWALSKY  
 Room Rate:  
 AL:  
 HH #  
 VAT #  
 Folio No/Che 113228 A

HAMPTON INN DEKALB 5/8/2019 10:07:00 AM  
 GROUP CHARGES - ,

DATE	REF NO	DESCRIPTION	CHARGES
4/4/2019	311698	GUEST ROOM [RTD FR RM 400 DURNIL, JOHN MICHAEL:RCPT B] [RTD FR RM DURNIL JOHN MICHAEL 400]	\$109.00
4/4/2019	311698	TAXES	\$14.72
4/5/2019	311874	GUEST ROOM [RTD FR RM 400 DURNIL, JOHN MICHAEL:RCPT B] [RTD FR RM DURNIL JOHN MICHAEL 400]	\$109.00
4/5/2019	311874	TAXES	\$14.72
4/9/2019	312415	VS [REDACTED]	(\$1,360.92)
5/1/2019	312415	VS [REDACTED]	\$1,113.48
**BALANCE**			\$0.00

EXPENSE REPORT SUMMARY

	4/4/2019	4/5/2019	STAY TOTAL
ROOM AND TAX	\$123.72	\$123.72	\$247.44
DAILY TOTAL	\$123.72	\$123.72	\$247.44

CREDIT CARD DETAIL

APPR CODE	089642	MERCHANT ID	8031112116
CARD NUMBER	VS [REDACTED]	EXP DATE	01/21
TRANSACTION ID	312415	TRANS TYPE	Sale



## Accounts Payable Use Only

A seven digit phone number is required for processing

**Remittance Information:**

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

Accounts Payable Use Only:
Vendor #

Employee ID  or Student ID

**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  Invoice Number:  Invoice Date:  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**

	Amount (0.00)	Account	Fund	Cost Center	Program	Class	Project/Grant	Project/Grant Name (if applicable)
1	\$ 31.00	685510	41	SA58225	N/A	99F		
2								
3								
4								
5								
6								
	\$ 31.00	Total Payment						

Routing:  Regular Mail  Regular Mail with Attachments  Campus Mail  Pick Up  Other

Instructions for Pick Up & Other

Act

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

**Budget Office Use:**

GRF / IF / NAF  
FSL Y / N  
FA Y / N

initials \_\_\_\_\_ date \_\_\_\_\_

A/P Use Only:

**Required: (if this information is missing it will be returned to the originator)**

Date:	04/09/19	Approved by: (Authorized Signature):
Prepared By:	Sonia Fagan	
Department	Area / Phone No.	Typed Approver Name and Job Title:
Admissions	815- 753-8464	Gigi Beard, Business Administrative Associate

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

**RT4**  
**512**

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

(815) 858-5735  
D/C  
510426

2 ROBE - LONG	BLACK 2-PRESS ONLY	16.50
	environmental charge	.25
	<b>TOTAL</b>	<b>16.75</b>

Thanks for your business.

NO STARCH 04/03/19 07:06 TJ ST#6 Rack: \*\* IP \*\*

**YEL/605**



**THURS**

**510426 - 2**

DUIS, C

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

**RT4**  
**512**

DUIS, CHELSEA  
Altgeld Hall Rm 300  
Dekalb, IL 60115

(815) 858-5735  
D/C

DUE: TUE 04/02/19 4:00 pm

510122

1 ROBE - SHORT	BLACK OAK HALL	10.00
1 COLLAR LONG	BLACK PURPLE Red	4.00
	environmental charge	.25
	<b>TOTAL</b>	<b>14.25</b>

Thanks for your business.

NO STARCH 03/29/19 10:21 TJ ST#6 Rack: \*\* IP \*\*

**WHT/055**



**TUES**

**510122 - 2**

DUIS, C

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