



INVOICE FOR PAYMENT FOR SERVICES

PO Number 80665
Cost Center 151185
Date of Service(s) 2-28-17

Tech ID _____
(if applicable)

Last Name Omar First Name Ilhan Middle Initial _____
Address 2621 S 6th St
City Minneapolis State MN Zip+4 55454-
Home Phone 2625016529 E-mail ilhan@ilhanomar.com

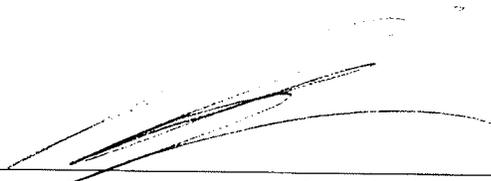
SERVICES PROVIDED:

Keynote Speaker for Success Day 2017

Amount to be paid: \$ 2,000

PP
03/10/17
205963001

Comments:



Service Provider's Signature

3/10/17

Date

Cost Center Authorization Signature

Date

For Payments and Billing Office Use Only

Invoice Payment Date _____ Transaction (Serial) Nbr _____
SWIFT Vendor Number _____

ok to pay
[Signature]
3-10-17

156 Normandale Community College Fiscal Year : 2017

Contract Nbr : FOB :
 Contract Desc : Del :

Addl. Vendor Address :
 Vendor Nbr & Address : 0000971828-001 OMAR ILHAN
 2621 6TH ST S
 MPLS MN 55454

Total of Line Items : 2,000.00
 Other Charges : 0.00
 PO Total Amount : 2,000.00

| FY | Department | Object Code | Distribution | Amount | Resp Person |
|------|------------|------------------------------|--------------|----------|-----------------|
| 2017 | 151185 | Special Proj 1910 Spkr & Ent | 100.00 % | 2,000.00 | Gerilynn Perkin |

Current PO Status : 450 Open Purchase Order MAR 07,2017 09:34:08
 Requisition Info : FEB 21,2017 08:43:03 Pruchnicki, Sarah
 Authorization Info : FEB 21,2017 08:49:56 Perkins, Lynn
 PO processed by : MAR 07,2017 09:34:08 B-KJ3116IL

| # | Units Ordered | Unit of Measure | Unit Price | Disc. % | Extended Price |
|--|---------------|-----------------|------------|---------|----------------|
| 1 | 1.000 | SESSN | 2,000.000 | | 2,000.00 |
| Fee for Representative Ilhan Omar to be the morning keynote speaker at the 2017 Success Day on February 28, 2017 | | | | | |

 *** Purchase Order Total Amount 2,000.00

Additional Instructions

*** None ***

Memo Entries

*** None ***



NORMANDALE
COMMUNITY COLLEGE

FISCAL SERVICES
PURCHASING & CONTRACTS OFFICE
9700 FRANCE AVE S
BLOOMINGTON, MN 55431-4399

Phone: 952-358-8229
Fax: 952-358-8733
Web: www.normandale.edu/Fiscal-Services
Email: PurchasingContracts@normandale.edu

PURCHASE ORDER

*** ORIGINAL ***

OMAR ILHAN
2621 6TH ST S
MPLS MN 55454

0000971828-001

P/O Number:

80665

Show Department Purchase
Order Number on invoice and on
all tags, packages, and
evidence.

03/07/2017 09:34:08

Date
Contract #
Terms
FOB
Delivery

Bill to:

NORMANDALE COMMUNITY COLLEGE
ACCOUNTSPAYABLE@NORMANDALE.EDU
C1061 College Services
9700 France Avenue S
Minneapolis MN 55431 4309

Ship to:

NORMANDALE COMMUNITY COLLEGE
SHIP/REC
Building Services
9700 France Avenue S
Minneapolis MN 55431 4309

VENDOR PLEASE NOTE

All deliveries hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Minnesota including the State Act Against Discrimination, Minnesota Statutes 363 as amended.

Vendor's Minnesota Tax Identification Number or Social Security Number on File. Yes No

If "no" is x'd, you must provide on the invoice your Minnesota Tax Identification number or Social Security number as required by Minnesota Statute 270.66. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to collect delinquent tax returns and delinquent uncontestated tax liabilities from you. Failure to supply these numbers could preclude you from being paid for the products or services purchased. These numbers will be available to federal and state tax authorities and state personnel involved in the payment of state obligations.

It.# 1

| Units Ordered | Unit of Measure | Unit Price | Discount Percent | Extended Price |
|---------------|-----------------|------------|------------------|----------------|
| 1.000 | SEVEN | 2000.000 | | 2000.00 |

Fee for Representative Ilhan Omar to be the morning keynote speaker at the 2017 Success Day on February 28, 2017

*** Purchase Order Total Amount

2000.00

INSTRUCTIONS TO VENDOR

1. Submit separate invoices for each Purchase Order to "BILL TO." Invoices can be emailed as a PDF document to AccountsPayable@normandale.edu.
2. Discount time shall commence to run from the time delivery is made or invoice submitted whichever is later. If test is required, discount time shall not begin until material has been approved by test.
3. Partial shipments may be invoice separately.

Authorized Signature
Phone: 952-358-8229

Date

Fax: 952-358-8733

Valerie Browne 3.9.17

Normandale Community College Special Expense Authorization

(See MNSCU Board Procedure 5.20.1 Special Expenses)

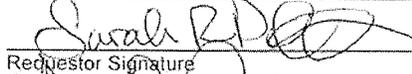
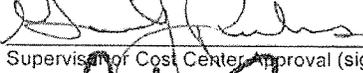
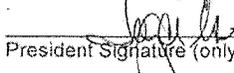
This form must be completed and approved prior to the event/occurrence.

| | | |
|--|--------------------------------|--------------------------------|
| Name of Requestor: Sarah Pruchnicki | | Title: Dean's Assistant |
| Phone: X8926 | Date of request: 02/22/2017 | Department: Student Affairs |

Please select all that apply to this request for approval by the appointing authority or designee:

- | | |
|--|--|
| <input checked="" type="checkbox"/> 1. Speaker, facilitator or performer, for college sponsored events <input type="checkbox"/> 2. Registration/tuition for conference, seminar, etc. above \$1,000 <input type="checkbox"/> 3. Refreshments/meals for event where majority are not state employees <input type="checkbox"/> 4. Refreshments/ meals and other costs for agency sponsored conference <input type="checkbox"/> 5. Refreshments/meals for event/meeting where majority are state employees <input type="checkbox"/> 6. Meal expense in excess of labor agreement | <input type="checkbox"/> 7. Meals/Lodging for employee not in travel status <input type="checkbox"/> 8. Expenses for employee's attendant <input type="checkbox"/> 9. Expenses for State Fair work assignment <input type="checkbox"/> 10. Employee award/recognition event <input type="checkbox"/> 11. Student activities entertainment/recreation <input type="checkbox"/> 12. Other: Giveaways, identifying apparel, etc. Describe here: |
|--|--|

| | | | |
|--|--|---|-------------------------|
| Full title of the event sponsor (please do not use acronyms or initials): Normandale Community College | | | |
| Full title of the conference, workshop, seminar, meeting or other event: Normandale Community College Success Day 2017 – Building Bridges – Representative Ilhan Omar Morning Keynote address | | | |
| Event location (title and address of host facility): 9700 France Ave. S., Bloomington, MN 55431 Room A 1560 | | Date(s) and time(s) of event: February 28, 2017 8:30-9:45 am | |
| Individuals for whom special expense approval is requested (check all that apply): | | | |
| <input type="checkbox"/> Requestor only <input type="checkbox"/> Additional state employees (when requesting employee expense reimbursement please complete an individual request). List names and titles: | | <input checked="" type="checkbox"/> Other non-state employees. List names, titles and organizations: (If a student function, please list the total number only.) <i>Representative Ilhan Omar – Minnesota House Representative for District 60B</i> | |
| Description of Expense | | | |
| <i>Morning keynote presentation fee for Representative Ilhan Omar</i> | | Quantity 1 | Unit Cost \$2,000.00 |
| Total \$2,000.00 | | | |
| Explain why the College/State should pay these expenses: Keynote speaker for Success Day 2017. She will share her personal journey from refugee/immigrant to US citizenship and how she built communities along the way. | | | |
| Indicate Funding Source: | | | |
| <input type="checkbox"/> Faculty/Staff Development <input checked="" type="checkbox"/> Department Funds <input type="checkbox"/> Grant Funding <input type="checkbox"/> Other (specify) _____ | | | |
| COST CENTER NUMBER: 151185 TOTAL REQUESTED: \$2,000.00 | | | |
| Payment Method (select all that apply) | | | |
| <input checked="" type="checkbox"/> PO#: 80665 Vendor name/address: Ilhan Omar, 2621 6 th St. S. Minneapolis, MN 55454 <input type="checkbox"/> Employee Expense Report (please attach a single request for each person's approval for reimbursement) <input type="checkbox"/> Purchasing Card (allowable expenses only) | | | |

| | | | |
|---|--|------------|-------|
|  | Sarah Pruchnicki | 02/22/2017 | x8926 |
| Requestor Signature | Print Name | Date | Phone |
|  | Lynn Perkins | 2-22-17 | x8507 |
| Supervisor of Cost Center Approval (signature) | Print Name | Date | Phone |
|  | Prynthia Montague | 2-23-17 | 8283 |
| College Vice President (signature) | Print Name | Date | Phone |
|  | President Signature (only required when Special Expense Authorization exceeds \$1,000) | Date | Phone |

Dear Representative Omar,

January 18, 2017

Thank you for agreeing to serve as our keynote speaker for “Success Day 2017”, at Normandale Community College, Tuesday, February 28, 2017, 8:30 – 9:30 am. We are honored to host you on our campus and look forward to hearing about your personal journey of building bridges. Below are a few details.

Awale Osman and I will greet you at the main college entrance, **College Services Building, at 8:00 am.** We will walk to our auditorium to introduce you to our college president Dr. Joyce Ester and give you time to become familiar with the stage. Below is the agenda for the morning:

| | |
|----------------|---|
| 8:30 – 9:30 am | Welcome – Dr. Joyce Ester, President Keynote Speaker - Representative Ilhan Omar |
| 9:30 - 9:45 am | Success Day agenda review – Lynn Perkins, Committee Chair & Dean of Students |
| 10:00 am | Breakout sessions begin |

Our theme this year is “Building Bridges”. Many of our sessions offered throughout the day will focus on learning and understanding diversity. We are providing over 60 breakout sessions for staff, students, faculty, and community members. Topics will range from “Building Cultural Competency” and “Understanding the Impact of Poverty on Students” to “Restorative Yoga” and “Resume Writing”. I will forward you a copy of the program once it is completed.

Please complete the enclosed forms and return to me by, Wednesday, January 25, 2017. Thank you again for agreeing to share your personal story. We are very excited about hosting you on campus. If you have any questions please contact me directly, 952-358-8507.

Sincerely,

Lynn Perkins, Dean of Students
Normandale Community College

Speaker Agreement with Normandale Community College

PRESENTER has agreed to serve as a keynote speaker for Success Day, Tuesday, February 28, 2017

Name/Title of Event: Success Day
Date and Time of Event: Tuesday, February 28, 2017, 8:30 – 9:30 am
Location: Normandale Community College, Auditorium
Title of Presentation: A Personal Journey - Building Bridges
Length of Presentation: One Hour

PAYMENT. Normandale Community College shall pay PRESENTER following PRESENTER's completion of the Presentation and PRESENTER's submission of invoice as follows:

An honorarium of \$ 2,000.00 via check.

TAXES. Minnesota Statute §290.9201 requires a withholding of a two percent (2%) tax on the gross compensation, including reimbursable expenses, paid to non-Minnesota entertainers and public speakers for any performance in Minnesota.

PUBLICITY. PRESENTER shall not release any publicity materials, including notices, pamphlets, press releases, signs and similar public notices, before receiving Normandale Community College approval.

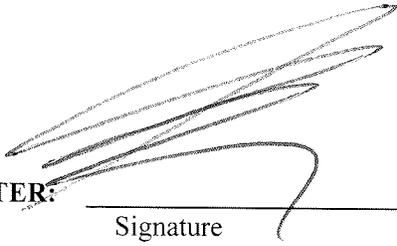
INTELLECTUAL PROPERTY. PRESENTER retains all rights, title and interest in any intellectual property materials created by the PRESENTER that arise out of the performance of this agreement, including any materials disseminated as part of the presentation (the "Materials"). PRESENTER represents and warrants that any such intellectual property does not infringe upon any intellectual property rights of another. PRESENTER grants to Normandale Community College limited permission to use the Materials for internal non-profit educational purposes consistent with this agreement. Normandale Community College shall not copy, display, or distribute the Materials without the prior written consent of CONTRACTOR.

PRESENTATION AND RELEASE. PRESENTER hereby authorizes Normandale Community College and to record the Presentation on video tape, audio tape, film, photograph, or any other medium, and grants Normandale Community College an irrevocable, royalty-free, non-exclusive license to use, reproduce, modify, distribute, digitize, translate, and publicly exhibit such recordings, in whole or in part, [without restrictions or limitation for any purpose which Normandale Community College deems appropriate, including on the internet] PRESENTER further consents to the use of his/her name, likeness, voice, and biographical material in connection with such recordings.

PRESENTER hereby releases Normandale Community College, its successors and assigns, and all persons for whom it is acting from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the recording process, or any unintentional misspellings or inaccuracies and waive any right that he/she may have to inspect or approve the finished recordings.

APPROVED:

1. PRESENTER:



Signature

1/27/17

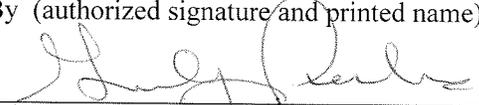
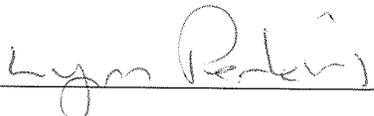
Date

2. VERIFIED AS TO ENCUMBRANCE:

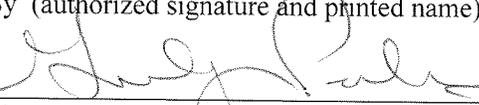
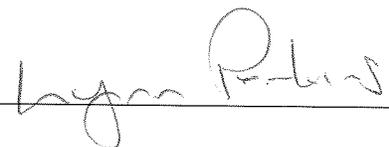
Employee certifies that funds have been encumbered as required by Minnesota Statute §16A.15.

| | |
|---|--|
| By (authorized signature and printed name) | |
|  |  |
| Title Dean of Students | Purchasing Manager |
| Date 2-20-17 | 2-21-17 |

3. MINNESOTA STATE COLLEGES AND UNIVERSITIES,
Normandale Community College

| | |
|---|---|
| By (authorized signature and printed name) | |
|  |  |
| Title Dean of Students | |
| Date 2-27-17 | |

4. AS TO FORM AND EXECUTION:

| | |
|---|--|
| By (authorized signature and printed name) | |
|  |  |
| Title Dean of Students | |
| Date 2-27-17 | |