

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1186052

Vendor Name: Amalgamated Bank of Chicago

Invoice Number: 1856978002

Invoice Date: 05/14/20

PO Number:

Check Number: 0268269

Check Amount: \$ 825.00

Check Date: 06/10/2020

Department ID: 00853

Reviewer Name:

Voucher Number: V0622609

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: zerrudom@cod.edu
Sent: Thu May 14 11:48:17 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: check request for ABOC bond fees

From: Virgilio, David
Sent: Thursday, May 14, 2020 11:40 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: FW: check request for ABOC bond fees

Hi Marivic,

A check request for Amalgamated Bank fees is attached.

Thanks!

David P. Virgilio, C.P.A.
Interim Controller / Assistant Financial Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: Brady, Scott <bradys310@cod.edu>
Sent: Thursday, May 14, 2020 11:39 AM
To: Virgilio, David <virgiliod@cod.edu>
Subject: RE: check request for ABOC bond fees

Thanks much

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



Disclosure Statement:

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From: Virgilio, David <virgiliod@cod.edu>

From: Virgilio, David <virgiliod@cod.edu>
Sent: Thursday, May 14, 2020 11:02 AM
To: Brady, Scott <bradys310@cod.edu>
Subject: check request for ABOC bond fees

Hi Scott, if you have a second can you sign? I'll then forward to A/P to pay.

Thanks!

David P. Virgilio, C.P.A.
Interim Controller / Assistant Financial Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)



College of DuPage

College of DuPage - Accounts Payable
Check Request Form
revised 4/14/2020

This form may be used to request check payments **only for those items for which the issuance of a purchase order would not be appropriate**. Attach supporting documentation (e.g., invoice or agreement). Please refer to **Vendor Payment - Non-Purchase Order Procedure No. 10-65**

Date: 5/14/2020
Vendor ID: 1186052

Invoice Number	Fund	Func.	Dept.	Object	Object Descip.	Amount
1856978002	04	90	00853	5909001	Other Expenditure	\$ 475.00
1855206008	04	90	00849	5909001	Other Expenditure	\$ 350.00

Grand Total \$ 825.00

Check the appropriate box below and sign

☒ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☐ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Amalgamated Bank of Chicago
Corporate Trust Department
Payee Address: PO Box 94445
Chicago, IL

Other Instructions:

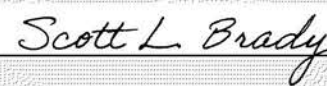
Description on Check:

administrative fee for 4/1/20 - 3/31/21

Approvals:

Prepared By: David Virgilio
Signature: 
Payment Due: asap
Board Approved Date: n/a

APPROVED
By David P Virgilio at 11:00 am, May 14, 2020

Approved By: Scott Brady Date: May 14, 2020
Signature: 
Approved By: Date:
Signature:
Approved By Division VP: Date:
Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

College of DuPage - Accounts Payable

Check Request Form

Notes:

Processing a Check Request

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should

1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached
3. Ensure the payee information is complete and includes the vendor's Colleague ID number
4. Ensure that the General Ledger Account number is included and correct.
5. Maintain a copy of the approved Check Request Form for department records.
6. Submit the completed Check Request Form to the Accounts Payable Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.



Corporate Trust Department
P.O. BOX 94445
Chicago, IL 60690-4445
(312) 822-3289

MAIL TO: COMMUNITY COLLEGE OF DUPAGE
ATTN: CHIEF FINANCIAL OFFICER
425 FAWELL BLVD
GLEN ELLYN, IL 60137-6599

DATE: APRIL 1, 2020
TRUST #: 1855206008

INVOICE

SERVICES RENDERED AS: BOND REGISTRAR AND PAYING AGENT

ISSUE DESCRIPTION: COMMUNITY COLLEGE OF DUPAGE DISTRICT #502 GENERAL OBLIGATION BONDS, SERIES 2013A

04-90-00849-5909001

FEES DUE

ADMINISTRATIVE FEE:

For period 04/01/2020 through 03/31/2021

\$350.00

TOTAL AMOUNT DUE:

\$350.00

PAYMENT INSTRUCTIONS:

Please make checks payable to Amalgamated Bank of Chicago and return a copy of this bill with your remittance to ensure proper credit. If you have any questions, please contact the Corporate Trust Department at 312-822-3289.



Corporate Trust Department
P.O. BOX 94445
Chicago, IL 60690-4445
(312) 822-3289

MAIL TO: COLLEGE OF DUPAGE
ATTN: SCOTT BRADY
425 FAWELL BLVD
GLEN ELLYN, IL 60137-6599

DATE: APRIL 1, 2020

TRUST #: 1856978002

INVOICE

SERVICES RENDERED AS: REGISTRAR AND PAYING AGENT

ISSUE DESCRIPTION: COMMUNITY COLLEGE DISTRICT #502, DUPAGE, COOK & WILL COUNTIES, (COLLEGE OF DUPAGE) GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2019

04-90-00853-5909001

FEES DUE

ADMINISTRATIVE FEE:

For period 04/01/2020 through 03/31/2021

\$475.00

TOTAL AMOUNT DUE:



PAYMENT INSTRUCTIONS:

Please make checks payable to Amalgamated Bank of Chicago and return a copy of this bill with your remittance to ensure proper credit. If you have any questions, please contact the Corporate Trust Department at 312-822-3289.