

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1455882  
Vendor Name: AAUW-Wheaton-Glen Ellyn Branch  
Invoice Number: 6/2/2020  
Invoice Date: 06/02/20  
PO Number:  
Check Number: 0268995  
Check Amount: \$ 2,000.00  
Check Date: 06/23/2020  
Department ID: 98008  
Reviewer Name:  
Voucher Number: V0630256  
Redaction Type: Other  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: marekr@cod.edu  
Sent: Mon Jun 15 19:31:31 CDT 2020  
To: invoicing@cod.edu  
CC: vosicky@cod.edu,christopherd@cod.edu  
Subject: Scholarship Check Req 2 of 5  
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Good evening,

Please see the attached check request for AAUW in the amount of \$2,000. Let me know if you have any questions.

Judy and Diana, please note that I changed the department on this check request from 98009 to 98008, as that is the AAUW scholarship department.

Thanks!

Bobby Marek  
**Senior Accountant | Financial Affairs**  
**College of DuPage**  
425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599  
phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

**From:** Vosicky, Judith <vosicky@cod.edu>  
**Sent:** Thursday, June 11, 2020 11:07 AM  
**To:** Marek, Robert <marekr@cod.edu>  
**Cc:** Christopher, Diana <christopherd@cod.edu>  
**Subject:** FW: return to donor and 1 reimbursement

Hi Bobby,

Please review these with your scholarship data and initial the backup where scholarship is adjusted and pass on to AP to process.

Thanks,

Judy Vosicky  
College of DuPage, Accounting Supervisor  
425 Fawell Blvd.  
Glen Ellyn, Illinois 60137-6599  
630-942-2222  
vosicky@cod.edu



**From:** Christopher, Diana <christopherd@cod.edu>  
**Sent:** Thursday, June 11, 2020 10:42 AM  
**To:** Vosicky, Judith <vosicky@cod.edu>; Marek, Robert <marekr@cod.edu>  
**Subject:** return to donor and 1 reimbursement



Diana Christopher  
Financial Aid Representative  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
630-942-2251



For information on how the College is responding to the Outbreak of COVID 19, please refer to our website:  
<https://cod.edu/coronavirus/index.aspx>

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: 6/2/2020  
Vendor ID: 1455882

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	10	99	98008	2900024	Agency Scholarships	\$ 2,000.00

Grand Total \$ 2,000.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

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 for this invoice.
- ☐ 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.

AP VERIFIED

06/16/20 - MARIA ZERRUDO

Payee Name: AAUW  
761 Glenbard Road, Glen Ellyn, IL  
60137-6364  
Payee Address:

Other Instructions:

Description on Check:

Biana Lupa never attended unused funds.

Approvals:

Prepared By: Diana Christopher  
Signature: Diana Christopher  
Payment Due:  
Board Approved Date:

Approved By: Date:

Signature: Diana Del Rosario  
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](mailto:acctpay@cod.edu)

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN  
WHEATON-GLEN ELLYN BRANCH, NFP**

Diana Christopher, Financial Assistance Office  
College of Dupage  
Glen Ellyn, IL 60137

June 24, 2019

Dear Diana and Colleagues,

Attached is a check for \$8000 for deposit into the accounts of this year's Educational Opportunities Fund incentive scholarships. All money raised during our Used Book Sale and other fundraisers fund local and national scholarships. We are most excited and proud to increase our amount this year. Please deposit as follows:



These young women have been informed that the funds will be available for Fall Semester, but can be used anytime in the next year. The money can be used for tuition, books, needed supplies, fees, etc.

Our branch has been in existence for over 60 years, and we are delighted to help girls and women in our local community. We are quite excited about our new branch partnership with College of Dupage. Our branch has monthly meetings and you are invited at any time. Visit our website at [wheatonglenellyn.aauw.net](http://wheatonglenellyn.aauw.net) to learn more about our branch.

Thank you for your assistance in processing these awards. I am the chair of the Educational Opportunity Fund (EOF). If there are any questions, please contact me at any time.

Sincerely,

Susan Levy-Creed

[susanlevycreed@gmail.com](mailto:susanlevycreed@gmail.com), 630 721-6287





