

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1609525

Vendor Name: Taylor Byers

Invoice Number: 6/16/2020

Invoice Date: 06/16/20

PO Number:

Check Number: 0269032

Check Amount: \$ 150.00

Check Date: 06/23/2020

Department ID: 00237

Reviewer Name:

Voucher Number: V0630264

Redaction Type: None

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

Document Below

From: langj@cod.edu
Sent: Tue Jun 16 12:27:35 CDT 2020
To: invoicing@cod.edu
CC:
Subject: RE: Taylor Byers Payment Request Form

Updated Payment Request Form.

From: Lang, Jessica
Sent: Tuesday, June 16, 2020 11:15 AM
To: Invoicing <invoicing@cod.edu>
Subject: Taylor Byers Payment Request Form

Jessica Lang

Program Support Specialist, Nursing and Health Sciences
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137
630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax
langj@cod.edu

Honorarium

College of DuPage - Accounts Payable

Check Request Form

revised 12/18/17

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 - Check Request Procedure No. 10-65

Date: 6/16/2020
Vendor ID: 1609525

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	10	00237	5908001	#N/A	\$ 150.00
Grand Total							\$ 150.00

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.

AP VERIFIED
06/16/20 - MARIA ZERRUDO

Payee Name:

Other
Instructions:

Payee Address:

Description on Check:

Presentation/lecturer for the Physical Therapist Assistant program for 6/15/20 at \$150.00

Approvals:

Prepared By: Jessica Lang

Approved By: Dilyss Gallyot Date:

Signature:

Signature:

Payment Due: \$150.00

Approved By: Date:

Board Approved Date:

Signature:

Approved By Division VP: Date:

Signature:

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

From: [Lang, Jessica](#)
To: [Gallyot, Dilyss](#)
Cc: [Roschay, Sharon](#)
Subject: RE: Guest Lecturers - Approval Needed
Date: Tuesday, May 26, 2020 3:50:00 PM

Hi Dilyss,

Thank you and yes the presentations are all being done virtually.

Thank you,

Jessica Lang

Program Support Specialist, Nursing and Health Sciences
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137
630.942.2447 Direct | 630.942.8331 Office | 630.942.4222 Fax
langj@cod.edu

From: Gallyot, Dilyss <gallyot@cod.edu>
Sent: Tuesday, May 26, 2020 3:21 PM
To: Lang, Jessica <langj@cod.edu>
Cc: Roschay, Sharon <roschay@cod.edu>
Subject: Re: Guest Lecturers - Approval Needed

Hello Jess,
I approve of these guest lecture payments- will they all be done in a virtual format?
With Kind Regards,
Dilyss

Dilyss Gallyot, RN, CCRN MS MBA
Professor of Nursing
Interim Dean of Nursing and Health Sciences
College of DuPage
630.942.3238
gallyot@cod.edu

From: Lang, Jessica
Sent: Tuesday, May 26, 2020 2:19:37 PM
To: Gallyot, Dilyss
Cc: Roschay, Sharon
Subject: Guest Lecturers - Approval Needed

Hi Dilyss,

In the past the PTA program has had guest lecturers come and speak with their students on different topics. Do you approve of the below lecturers and pay? We do budget for this every year.

- Taylor Byers – 6/15/20 - \$150
- David Bokermann – 6/16/20 - \$150

- Michelle Musial – 6/17/20 - \$100.00
- Mary Zalinger – 6/18/20 - \$150.00

Thank you,

Jessica Lang

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