

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0577480

Vendor Name: Mr Christopher J. Howes

Invoice Number: CCMA2

Invoice Date: 06/16/20

PO Number:

Check Number: 0269063

Check Amount: \$ 500.00

Check Date: 06/23/2020

Department ID: 12301

Reviewer Name:

Voucher Number: V0630357

Redaction Type: FERPA

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

Document Below

-----  
From: mcgowan@cod.edu  
Sent: Tue Jun 16 20:50:13 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: C [REDACTED]  
-----

Please process the attached check request. Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

## College of DuPage - Accounts Payable

Check Request Form

revised 3/27/17

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: [REDACTED]

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
CCMA2		01	30	12301	5909040	Misc Awards (1099)	\$ 500.00
Grand Total							\$ 500.00

Check the appropriate box below and sign

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

Payee Name:

Other  
Instructions:

Payee Address:

Description on Check:

Honorable Mention Cleve Carney Museum of Art Annual Student Exhibition 05/15/2020 40 MISC AWARDS

## Approvals:

Prepared By:

Ellen McGowan

Approved By:

Ellen McGowan

Date:

Signature:

APPROVED  
By Ellen McGowan at 8:48 pm, Jun 16, 2020

Signature:

APPROVED  
By Ellen McGowan at 8:48 pm, Jun 16, 2020

Date:

Payment Due:

6/25/2020

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](mailto:acctpay@cod.edu)

**From:** [Holmes, Heidi](#)  
**To:** [Schoettle, Kari](#)  
**Cc:** [McGowan, Ellen](#); [Witte, Justin](#)  
**Subject:** Re: Annual Student Exhibition - Prize Winners  
**Date:** Wednesday, May 20, 2020 11:00:19 AM  
**Attachments:** [Rachel.jpg](#)

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Hi Kari,

Yes, I'm away on a new adventure at the end of July, doing my MFA in Vancouver. I'll be sad to leave Chicago without one last full Summer - but I'm excited for another new beginning :)



Thanks so much for your help with this!

Heidi

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**From:** Schoettle, Kari  
**Sent:** Monday, May 18, 2020 12:32 PM  
**To:** Holmes, Heidi  
**Subject:** Re: Annual Student Exhibition - Prize Winners

Thank you Heidi. I hear you're leaving us on a new adventure in July. Grad school? How

fantastic!

**Kari Schoettle**

Assistant Business Manager

McAninch Arts Center, College of DuPage

630-942-2914 | [schoettlek@cod.edu](mailto:schoettlek@cod.edu)

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**From:** Holmes, Heidi

**Sent:** Monday, May 18, 2020 11:11:30 AM

**To:** Schoettle, Kari; McGowan, Ellen

**Cc:** Witte, Justin

**Subject:** Re: Annual Student Exhibition - Prize Winners



**From:** Holmes, Heidi  
**Sent:** Friday, May 15, 2020 8:56 AM  
**To:** Schoettle, Kari; McGowan, Ellen  
**Cc:** Witte, Justin  
**Subject:** Re: Annual Student Exhibition - Prize Winners



Thanks!

Heidi

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**From:** Schoettle, Kari  
**Sent:** Thursday, May 14, 2020 5:06 PM  
**To:** Holmes, Heidi; McGowan, Ellen  
**Cc:** Witte, Justin  
**Subject:** Re: Annual Student Exhibition - Prize Winners

Thank you, Heidi. Please send along the additional W9's as you get them.  
The Student Exhibition looked great online!

**Kari Schoettle**

Assistant Business Manager

McAninch Arts Center, College of DuPage

630-942-2914 | [schoettlek@cod.edu](mailto:schoettlek@cod.edu)

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**From:** Holmes, Heidi


**Sent:** Thursday, May 14, 2020 3:30:30 PM

**To:** McGowan, Ellen; Schoettle, Kari

**Cc:** Witte, Justin

**Subject:** Re: Annual Student Exhibition - Prize Winners

Hi Ellen and Kari,



Please let me know if you require anything else.

Thanks so much,

Heidi

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**From:** McGowan, Ellen  
**Sent:** Thursday, May 14, 2020 2:30 PM  
**To:** Holmes, Heidi; Schoettle, Kari  
**Cc:** Witte, Justin  
**Subject:** RE: Annual Student Exhibition - Prize Winners

I am going to copy Kari.

As you get them, please send to both me and Kari. That way we can start the process to make them a vendor to be paid.

Thank you.

Kari the winner list is below.

Can you still get into Colleague to check if they are vendors in the system?

Ellen McGowan  
Business Manager  
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Glen Ellyn, IL 60137  
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Fax 630.942.3002

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**From:** Holmes, Heidi <holmesh806@cod.edu>  
**Sent:** Thursday, May 14, 2020 2:23 PM  
**To:** McGowan, Ellen <mcgowan@cod.edu>  
**Cc:** Witte, Justin <wittej259@cod.edu>  
**Subject:** Re: Annual Student Exhibition - Prize Winners

Oh Ellen! Thanks so much!

I'll miss it for sure and will definitely pop back in 2021 to see *Frida Kahlo: Timeless!*

Thanks of checking on the checks. I'll let Sam and Max know that they are to be expected in mid June.

I also have a few replies and updates on the W9/Student Workers from the awards - should I save them up and give them to you all at once?

Thanks again,



Heidi

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**From:** McGowan, Ellen  
**Sent:** Thursday, May 14, 2020 2:03 PM  
**To:** Holmes, Heidi  
**Cc:** Witte, Justin  
**Subject:** RE: Annual Student Exhibition - Prize Winners

Sorry, Heidi.  
I forgot to answer your question about jurors.  
I have received their paperwork and moved on to payables.  
Looks like they have not processed yet.  
Most likely the checks will go out on June 11.

And I am not happy you are leaving us! You are a joy to have in our department!

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

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**From:** Holmes, Heidi <[holmesh806@cod.edu](mailto:holmesh806@cod.edu)>  
**Sent:** Thursday, May 14, 2020 12:24 PM  
**To:** McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>  
**Cc:** Witte, Justin <[wittej259@cod.edu](mailto:wittej259@cod.edu)>  
**Subject:** Annual Student Exhibition - Prize Winners

Hi Ellen,

Hope all is well.

We've just announced the Winners of the prizes for the Annual Student Exhibition. We've advised the students to complete a W9 form and return it us or to let us know if they are already a employee at COD.

Here's the list of the winners:



And here's a link to the exhibition and video announcing the winners:

<https://theccma.org/2020-annual-student-exhibition>

I also just wondered if I should be following up with Sam Jaffe and Max Guy about their payment as jurors. Have they completed their forms and sent them back to you?

Thanks so much for your help Ellen. Thanks also for your People's Choice Award vote :)

Please let me know if you need any further details.

Thanks again,

Heidi

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Heidi Holmes  
Gallery Assistant  
Cleve Carney Museum of Art (CCMA)

425 Fawell Blvd  
Glen Ellyn, IL 60137  
(630) 942 2321