

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1539152

Vendor Name: Travis J. Kays

Invoice Number: CCMA4

Invoice Date: 06/16/20

PO Number:

Check Number: 0269074

Check Amount: \$ 500.00

Check Date: 06/23/2020

Department ID: 12301

Reviewer Name:

Voucher Number: V0630361

Redaction Type: FERPA

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

Document Below

From: mcgowan@cod.edu
Sent: Tue Jun 16 21:26:23 CDT 2020
To: invoicing@cod.edu
CC: [REDACTED]
Subject: [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:

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
CCMA4		01	30	12301	5909040	Misc Awards (1099)	\$ 500.00
Grand Total							\$ 500.00

Check the appropriate box below and sign.



AP VERIFIED
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.



06/17/20 - BETHANY CRUSE
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:

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 9:02 pm, Jun 16, 2020

Signature:

APPROVED

By Ellen McGowan at 9:02 pm, Jun 16, 2020

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

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](#)

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

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

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

Good morning Kari,



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

Good morning Kari!

Please find two more W9s attached.



Thanks!

Heidi

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


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



Please let me know if you require anything else.

Thanks so much,

Heidi

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
McAninch Arts Center
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425 Fawell Boulevard
Glen Ellyn, IL 60137
Phone 630.942.3009
Fax 630.942.3002

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

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


From: Holmes, Heidi <holmesh806@cod.edu>
Sent: Thursday, May 14, 2020 12:24 PM
To: McGowan, Ellen <mcgowan@cod.edu>
Cc: Witte, Justin <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:



<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

-

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

425 Fawell Blvd
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(630) 942 2321