

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1598989

Vendor Name: Joseph J. Trelenberg

Invoice Number: 052920

Invoice Date: 05/29/20

PO Number:

Check Number: 0269124

Check Amount: \$ 399.44

Check Date: 06/23/2020

Department ID: 98180

Reviewer Name:

Voucher Number: V0630679

Redaction Type: None

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

Document Below

-----  
From: marekr@cod.edu  
Sent: Mon Jun 15 19:11:54 CDT 2020  
To: invoicing@cod.edu  
CC: christopherd@cod.edu,vosicky@cod.edu  
Subject: Scholarship Check Req 1 of 5  
-----

Good evening,

Please see the attached check request for Joseph Trelenberg in the amount of \$399.44. Please note that because these are being paid with scholarship/donor funds, the reimbursement of sales tax related to his purchases is allowed. Let me know if you have any questions.

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>

**REVIEWED**

By Melissa Doguim at 8:44 am, Jun 01, 2020

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: 5/29/2020

Vendor ID: 1598989

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
Book Receipt	10	99	98180	2900024	Agency Scholarships	\$ 338.82
Book Receipt	10	99	98180	2900024	Agency Scholarships	\$ 60.62

Grand Total \$ 399.44

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**  
**06/22/20 - ISABEL BARRIOS**

Payee Name: Joseph Trelenberg

Payee Address: 3N443 Wilson St, Elmhurst, IL 60126-1360

Other  
Instructions:

## Description on Check:

Book/supply reimbursement

## Approvals:

Prepared By: Diana Christopher

Signature: 

Payment Due:

Board Approved Date:

Approved By: Diana Del

Signature:

Approved By:

Signature:

Approved By Division VP:

Signature:

Digitally signed by Diana  
Del Rosario  
Date: 2020.06.03  
22:10:04 -05'00'

Date:

Date:

Date:

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

&gt; Printed on 5/29/20, 11:41 AM by christopherd

CARD 17 of 17



LIST 17717

## AIDE - Award Detail Entry ☆

2019 N/A

Dep	COA	FC	Need	UCost	UNeed	Awarded	3,000.00
CB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Accepted	3,000.00
Inst	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	9/11 Vet Dep	<input type="checkbox"/> LEU 0.0000
Pell	<input type="text"/>	<input type="text"/>	Pell Ent	<input type="text"/>			

Award	Description	Amount	Act	Date	A/R-Cred	CWS-Earn
1	ACCCF	Columbian Club of Chi	3,000.00	<input type="checkbox"/> *	04/17/20	1,811.50
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Award ACCCF \$1,811.50

Loan Max Over 

Award Period	Orig Amount	Act	Date	ROF	AtP Cr	FA RG Cr	TIV Cr	AtP En	Exp Res	Act Res	Exp Hsg	Act Hsg
1 2019FA	0.00 <input type="text"/>	D	04/17/20	<input type="checkbox"/>	12.00 <input type="text"/>	<input type="text"/>	<input type="text"/>	F	INDI			No
2 2020SP	3,000.00 <input type="text"/>	A	05/29/20	<input type="checkbox"/>	12.00 <input type="text"/>	12.00 <input type="text"/>	0.00 <input type="text"/>	F	INDI	INDI		No
3 2020SU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	12.00 <input type="text"/>	<input type="text"/>	<input type="text"/>	F	INDI	INDI		No
4 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

AtP ☐ NASU ☐ Pkg ☐ Awards ☐ Cmmt ☒ Oth ☐ CORE ☐ Acad ☐

Done

Follett's COD Bookstore



Follett's COD Bookstore  
425 Fawell Blvd - SRC Building  
Glen Ellyn  
IL, 60137  
(630) 942-2360  
0784mgr@fhg.follett.com  
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New Van De Graaff's Photographic A			
018906725	1@	\$56.00	\$56.00 T

Subtotal \$56.00

Total Sales Tax \$4.62

Total \$60.62

Debit \$60.62

Auth:UNKNOWN

Application ID:a0000000980840

Application Name:US DEBIT

TVR:8080048000

IAD:06010a03608000

PAN Seq No.:01

Audit Trace No.:80223628

Verification:PIN

IL7 8.25 @6.250% \$4.62

Items Purchased: 1

Total Tender \$60.62

Change Due \$0.00



00784803802220200212



Follett's COD Bookstore  
425 Fawell Blvd - SRC Building  
Glen Ellyn  
IL, 60137  
(630) 942-2360  
0784mgr@fhcg.follett.com  
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
Laboratory & Field Inquiries i			
016116559	1@	\$47.50	\$47.50 T
New			
PAP (w/LabManual/Atlas/WileyPL			
020757268	1@	\$265.50	\$265.50 T
Subtotal			\$313.00
Total Sales Tax			\$25.82
Total			\$338.82
Credit			\$338.82
Card:Visa			
Account:9358			
Auth:04239C			
Application ID:a0000000031010			
Application Name:VISA CREDIT			
IAD:06010a03a0a000			
PAN Seq No.:07			
Audit Trace No.:94038203			
Verification:Signature			
Capture Method:ICC			

IL7 8.25 @8.250% \$25.82

Items Purchased: 2

Total Tender \$338.82

Change Due \$0.00

\* Not an Original Receipt \*

Associate: Abe

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

9403 0784 816 816 01/23/20 09:51 AM

SALE

\* Not an original receipt \*

\*\*\*\*\*Return Policy\*\*\*\*\*

Valid ID and receipt required for all  
returns, exchanges and refunds.  
Non-textbook items may be returned  
within 30 days of purchase. Textbook  
returns may be accepted if within the  
posted current term deadline. All  
gift card sales are final. Other  
restrictions may apply, see store for  
complete details.

\*\*\*\*\*  
\* We want your feedback! \*  
\* Go to: \*  
\* www.follettexperience.com \*  
\* \*  
\* Get \$5 off on minimum \$40 purchase \*  
\* \*  
\* Validation Code: \*  
\* Offer expires 30 days from \*  
\* purchase date. Exceptions apply, \*  
\* see stores for complete details \*  
\*\*\*\*\*

&gt; Printed on 5/29/20, 11:59 AM by christopherd

List 17/17

## AIDE - Award Detail Entry ☆

2019 N/A

Dep	COA	FC	Need	UCost	UNeed	
CB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Awarded <input type="text" value="2,600.56"/>
Inst	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Accepted <input type="text" value="2,600.56"/>
Pell	<input type="text"/>	<input type="text"/>	Pell Ent	<input type="text"/>	9/11 Vet Dep <input type="text"/>	LEU <input type="text" value="0.0000"/>

Award	Description	Amount	Act	Date	A/R-Cred	CWS-Earn
1	ACCCF	Columbian Club of Chi	2,600.56	*	04/17/20	1,811.50
2						
3						
4						
5						

Award ACCCF Loan Max Over 

Award Period	Orig Amount	Act	Date	ROF	AtP Cr	FA RG Cr	TIV Cr	AtP En	Exp Res	Act Res	Exp Hsg	Act Hsg
1 2019FA	0.00	D	04/17/20		12.00			F	INDI			No
2 2020SP	2,600.56	A	05/29/20		12.00	12.00	0.00	F	INDI	INDI		No
3 2020SU					12.00			F	INDI	INDI		No
4												
5												

AtP  
NASU  
Pkg  
Awards  
Cmnt ☒ 
Oth  
CORE  
Acad