

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1533378

Vendor Name: Angela Price

Invoice Number: 061120

Invoice Date: 06/11/20

PO Number:

Check Number: E0080499

Check Amount: \$ 500.00

Check Date: 06/23/2020

Department ID: 00825

Reviewer Name:

Voucher Number: V0630341

Redaction Type: None

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

Document Below

-----  
From: acctpay@cod.edu  
Sent: Tue Jun 16 08:58:49 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Check Request  
-----

**From:** Metcalf, Marsha <metcalf@cod.edu>  
**Sent:** Monday, June 15, 2020 12:52 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Cc:** Spaniol, Sara <mccubbinss@cod.edu>  
**Subject:** Check Request

The attached check request for processing.

Thank you, Marsha

Marsha Metcalf  
Administrative Assistant, Marketing and Communications  
**College of DuPage**  
425 Fawell Blvd., Glen Ellyn, IL 60137  
Phone (630) 942-3370 | metcalf@cod.edu | cod.edu  
*Office Location* Institutional Resource Center (IRC) 1045

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.** . . . documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Non-Purchase Order Procedure No. 10-65

Date: 6/11/2020

Vendor ID: 153378

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.
	01	90	00825	5309001	Other Contractual Services Exp

Grand Total

**AP VERIFIED**  
**06/17/20 - BETHANY CRUSE**

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 fi indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory conditi

Payee Name: Angela Price

Other Instructions: Please mail check, supporting documenta

Payee Address: 373 Lake Amberleigh Dr.  
Winter Garden FL 34787

Description on Check:

STEMinar Series talk on Thursday, June 25, 2020. STEM Equity.

Approvals:

Prepared By: Marsha Metcalf

Approved By: Laurie Jorgensen, Director

Signature: \_\_\_\_\_

Signature: Jorgensen, Laurette Digitally signed by Jorgensen, Laurette  
Date: 2020.06.15 09:05:09 -05'00'

Payment Due: 6/25/2020

Approved By: \_\_\_\_\_

Board Approved Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Approved By Division VP: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Attach supporting

Amount	
\$	500.00
\$ 500.00	

ry

rst approver  
on/manner.

tion attached.

## **College of DuPage - Accounts Payable**

### **Check Request Form**

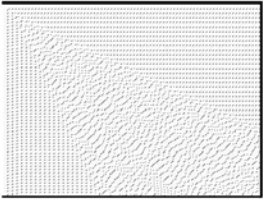
#### **Notes:**

#### **Processing a Check Request**

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the General Ledger Account number is included and correct.
5. Maintain a copy of the approved Check Request Form for department records.
6. Submit the completed Check Request Form to the Accounts Payable Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.



Date:

Date:

Date:





Angel Price – STEM Talk

DATE: facebook live, Thursday, June 25 at 12 p.m

STEM Equity

Unlocking Your Treasure By Solving the Problem:  $2(\text{Invest}) + \text{Express} = \text{Progress}$

When is the last time you made an investment into your own STEM equity? This presentation will focus on how YOU can make a deposit for yourself and those around you.

Angel Price

Attractions Engineering Services Manager for Star Wars: Galaxy's Edge at Disney's Hollywood Studios

Angel Price has a 10+ year work experience with Walt Disney World parks and resorts. Angel earned her BS from Purdue University and an MS from the University of Central Florida. She has also managed construction rehab work and supported the opening team for Animal Kingdom's Pandora - The World of Avatar. Most notably, she was the first and only female Mechanic for the former Light's Motors Action Extreme Stunt Show.

As of recently, Angel Price served as a member of the opening team for Star Wars: Galaxy's Edge at Disney's Hollywood Studios. This project took place on 14 acres and is the largest single-themed land ever created in a Disney park that pushes the boundaries of innovation and customized experience.

Angel Price