

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1601418  
Vendor Name: JPMorgan Chase & Co  
Invoice Number: PC21429  
Invoice Date: 06/23/20  
PO Number:  
Check Number: PC21429  
Check Amount: \$ 10,709.52  
Check Date: 06/24/2020  
Department ID: 00757  
Reviewer Name:  
Voucher Number: V0631435  
Redaction Type: Other  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: cruseb199@cod.edu  
Sent: Wed Jun 24 13:32:28 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Pcard Check Requests-May Statement  
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Thanks

Bethany Cruse  
AP Lead  
College Of DuPage

**From:** Hall, Shameica <halls115@cod.edu>  
**Sent:** Wednesday, June 24, 2020 12:43 PM  
**To:** Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** FW: Pcard Check Requests-May Statement

Hi Bethany,

I hope all is well!

Please process as a dummy check. Please let me know if you have any questions. Thanks.

Best regards,

**Shameica Hall**  
**Accountant II - Financial Affairs**  
**College of DuPage**  
425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA  
Phone 630.942.2678 | Fax 630.942.2297 | [halls115@cod.edu](mailto:halls115@cod.edu)

**From:** Virgilio, David <virgiliod@cod.edu>  
**Sent:** Tuesday, June 23, 2020 3:54 PM  
**To:** Hall, Shameica <halls115@cod.edu>  
**Subject:** RE: Pcard Check Requests-May Statement

Here you go! Thanks!

**David P. Virgilio, C.P.A.**  
**Interim Controller / Assistant Financial Controller – Financial Affairs**  
**College of DuPage – Glen Ellyn, IL**  
phone 630.942.3028 – fax 630.942.2297

**Check out the Financial Affairs Team Site** [Here](#)

**From:** Hall, Shameica <halls115@cod.edu>  
**Sent:** Tuesday, June 23, 2020 3:52 PM  
**To:** Virgilio, David <virgiliod@cod.edu>  
**Subject:** Pcard Check Requests-May Statement

Good afternoon Dave,

Please see the attached Pcard check request. Please review/approve at your convenience.

Thank you,

**Shameica Hall**

**Accountant II - Financial Affairs**

**College of DuPage**

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA

Phone 630.942.2678 | Fax 630.942.2297 | [hhalls115@cod.edu](mailto:hhalls115@cod.edu)

**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: 6/23/2020  
Vendor ID: 1601418

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	80	00757	5909061	Pcard/Travel Card Clearing	\$ 10,709.52
Grand Total							\$ 10,709.52

--- \$1,000 and Greater: Approval of Division Vice President Required ---

**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.

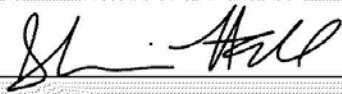
Payee Name: J. P. Morgan Chase Bank NA  
Payee Address: P.O. Box 4475  
Carol Stream, IL 60197-4475

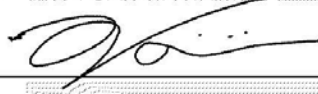
Other Instructions: Already paid electronically by automatic EFT, Debited on 06/15/2020  
Please pay with dummy check

**Description on Check:**

May 2020 Chase PCard Statement Payment-EFT Debited on 06/15/2020.

**Approvals:**

Prepared By: Shameica Hall  
Signature:   
Payment Due:  
Board Approved Date:

Approved By: David Virgilio  
Signature:   
Approved By:  
Signature:  
Approved By Division VP: N/A for PCard check requests  
Signature:

**APPROVED**  
By David P Virgilio at 3:53 pm, Jun 23, 2020

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

