

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1549498

Vendor Name: Forest Glen Elementary Sch

Invoice Number: FGPTA032020

Invoice Date:

PO Number:

Check Number: 0270194

Check Amount: \$ 8,120.00

Check Date: 07/02/2020

Department ID: 11401

Reviewer Name:

Voucher Number: V0632622

Redaction Type: None

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

Document Below

-----  
From: zerrudom@cod.edu  
Sent: Thu Jul 02 10:56:30 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Manual Check Request Forest Glen PTA - Manual check approved  
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**From:** Humphrey, Vera  
**Sent:** Wednesday, July 1, 2020 7:35 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Cc:** Refakes, Eugene <refakese@cod.edu>; McGowan, Ellen <mcgowan@cod.edu>  
**Subject:** FW: Manual Check Request Forest Glen PTA - Manual check approved

Hi Marivic,

Ellen has approved manual check request. If you have any questions, please contact Ellen McGowan.

Thanks.

**Vera Humphrey**  
**Administrative Assistant to the**  
**Interim Vice President**  
**of Administrative Affairs**

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)



**From:** Roberts, Ellen <roberts@cod.edu>  
**Sent:** Wednesday, July 1, 2020 7:29 PM  
**To:** Humphrey, Vera <humphreyv@cod.edu>  
**Subject:** FW: Manual Check Request Forest Glen PTA

Vera,

Here you go . . .

Thank you,

*Ellen*

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
roberts@cod.edu  
630-942-2218

**From:** Humphrey, Vera <humphreyv@cod.edu>  
**Sent:** Wednesday, July 1, 2020 7:09 PM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Subject:** FW: Manual Check Request Forest Glen PTA

Hi Ellen,

Manual check request for your approval.

Thank you.

**Vera Humphrey**  
**Administrative Assistant to the**  
**Interim Vice President**  
**of Administrative Affairs**

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)



**From:** McGowan, Ellen <mcgowan@cod.edu>  
**Sent:** Wednesday, July 1, 2020 6:43 PM  
**To:** Humphrey, Vera <humphreyv@cod.edu>  
**Subject:** Manual Check Request Forest Glen PTA

Vera,  
Please have Ellen Roberts approve the attached and give to Eugene/Payables for processing.  
We need to pick this check up for delivery.  
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**

# Ellen McGowan to pick up manual check.

College of DuPage - Accounts Payable  
Check Request Form  
revised 6/26/19

**APPROVED**

By Ellen M. Roberts at 7:27 pm, Jul 01, 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 - Check Request Procedure No. 10-65

Date: 06/01/2020  
Vendor ID: 1549498

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
FGPTA032020		05	60	11401	2900005	Art Center Deposit Liability	\$ 8,120.00

Grand Total \$ 8,120.00

--- \$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 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/services have been delivered in a satisfactory condition/manner.

Payee Name: Forest Glen PTA  
Payee Address: 561 Elm Street  
Glen Ellyn, IL 60137

Other  
Instructions:

Description on Check:

Forest Glen refund due to show cancellation MAC20202006 RT20\_FOREST

## Approvals:

Prepared By: Ellen McGowan  
Signature: **APPROVED**  
By Ellen McGowan at 5:44 pm, Jun 15, 2020  
Payment Due: ASAP  
Board Approved Date:

Approved By: Ellen McGowan Date:  
Signature: **APPROVED**  
By Ellen McGowan at 5:44 pm, Jun 15, 2020  
Approved By: Date:  
Signature:

Approved By Division VP: Date:

Signature: Mark Curtis-Chavez 6/16/2020

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



**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.

6 College of DuPage

7206

**FOREST GLEN PTA**

561 ELM ST  
GLEN ELLYN, IL 60137-3859

**WHEATON BANK & TRUST COMPANY**

A WINTRUST COMMUNITY BANK  
70-2538/719

09/13/19

PAY TO THE ORDER OF College of DuPage

\$ \$1,000.00

One thousand and no/100

DOLLARS

MEMO Forest Glen PTA Variety Show Deposit

 AJ John  
AUTHORIZED SIGNATURE



**FOREST GLEN PTA**

7206

College of DuPage	7206	09/13/19	\$1,000.00
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Forest Glen PTA Variety Show Deposit			
Variety Show (formerly Drama)	Deposit		\$1,000.00

Rental 3/19/20

Forest Glen

RT20-RFG20

05-60-11401-4600001



**Non-Accounts Receivable Deposit Form**
**Instructions**

 Instructions: [Click Here](#)

Complete the form in its entirety and attach the required software system deposit reports. Print the eForm before submitting the form. Please use Chrome or Firefox to complete the form.

**Deposit Information** \* is a required field

Date:\*

Remitter:\*

Remitter Phone:\*

Department:\*

Event:\*

NARD Code:\*

NARD System:\*

GL Number				Deposit Amount (\$)	Description
<input type="text" value="05"/>	<input type="text" value="60"/>	<input type="text" value="11401"/>	<input type="text" value="4600001"/>	<input type="text" value="1000"/>	<input type="text" value="Rental event deposit"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grand Total				<input type="text" value="1000.00"/>	



### Breakdown of Deposit Amounts

Cash:	
Checks:	1000
American Express:	
Discover:	
MasterCard:	
Visa:	
Wire:	
Total Deposit:	1000.00



7307

**FOREST GLEN PTA**561 ELM ST  
GLEN ELLYN, IL 60137-3859WHEATON BANK & TRUST COMPANY  
A WINTRUST COMMUNITY BANK  
70-2538/719

02/27/2020

PAY TO THE College of DuPage  
ORDER OF

\$ \*\*7120.00

Seven thousand one hundred twenty and no/100\*\*\*\*\*

DOLLARS

MEMO Forest Glen Second Deposit

  
AUTHORIZED SIGNATURE**FOREST GLEN PTA**

7307

College of DuPage 7307 02/27/2020 -\$7,120.00

Forest Glen Second Deposit  
Variety Show (formerly Drama) Second Deposit \$7,120.003/20/20  
RT20 - FOREST  
MAC2020006  
05-60-11401-4600001**FOREST GLEN PTA**

7307

College of DuPage 7307 02/27/2020 -\$7,120.00

Forest Glen Second Deposit  
Variety Show (formerly Drama) Second Deposit \$7,120.00PAYMENT  
RECORDED



