

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0118341

Vendor Name: Ms Melinda J. Anton

Invoice Number: 6/12/2020

Invoice Date: 06/12/20

PO Number:

Check Number: 0270800

Check Amount: \$ 489.48

Check Date: 07/14/2020

Department ID: 17800

Reviewer Name:

Voucher Number: V0631399

Redaction Type: FERPA

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

Document Below

From: cruseb199@cod.edu
Sent: Tue Jun 23 10:28:02 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Check Requests for Chap Fitness Member Refunds

From: Cousins, Matt <cousins@cod.edu>
Sent: Tuesday, June 23, 2020 9:24 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: Re: Check Requests for Chap Fitness Member Refunds

Melinda Anton....Thanks

From: Cruse, Bethany
Sent: Tuesday, June 23, 2020 7:54:21 AM
To: Cousins, Matt
Subject: RE: Check Requests for Chap Fitness Member Refunds

Matt,
A check request can only be payable to one person/company/vendor ID. Which vendor ID do you want the check payable to?

Thanks

Bethany Cruse
AP Lead
College Of DuPage

From: Cousins, Matt <cousins@cod.edu>
Sent: Monday, June 22, 2020 4:48 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: Re: Check Requests for Chap Fitness Member Refunds



From: Cruse, Bethany
Sent: Monday, June 22, 2020 10:32:05 AM
To: Cousins, Matt; Kaiser, Ryan
Subject: RE: Check Requests for Chap Fitness Member Refunds

Hello,
We cannot issue a payment unless they are set up with a vendor ID# in Colleague. Yes, purchasing can set up individuals. Please contact them to get these set up.

Thanks

Bethany Cruse

Bethany Cruse
AP Lead
College Of DuPage

From: Cousins, Matt <cousins@cod.edu>
Sent: Monday, June 22, 2020 10:26 AM
To: Cruse, Bethany <cruseb199@cod.edu>; Kaiser, Ryan <kaiserr2964@cod.edu>
Subject: Re: Check Requests for Chap Fitness Member Refunds

Good Morning,

These individuals are not vendors, they are community fitness members. Using the check request system is the only way we can offer a refund for cash or check payments (when we allowed that) and credit card purchases that are older than 120 days. We have used this system for community fitness member refunds before without having to do a vendor ID. Since they individuals and are not an LLC, I do not think we can create a vendor ID.

If the process has changed, I was unaware. I am only going on what we have done in the past.

Please advise. Thanks,
Matt

From: Cruse, Bethany
Sent: Monday, June 22, 2020 9:20:43 AM
To: Cousins, Matt; Fajkus, William; Pangan, John
Subject: FW: Check Requests for Chap Fitness Member Refunds

Hello,
These check requests require vendor ID#'s. If they are not set up in Colleague please contact purchasing and submit the required forms to them for set up. Once you have the vendor ID please enter on the check request and resubmit.

Thanks

Bethany Cruse
AP Lead
College Of DuPage

From: Accounts Payable <acctpay@cod.edu>
Sent: Thursday, June 18, 2020 4:33 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: RE: Check Requests for Chap Fitness Member Refunds

From: Cousins, Matt <cousins@cod.edu>
Sent: Thursday, June 18, 2020 3:11 PM
To: Accounts Payable <acctpay@cod.edu>
Cc: Fajkus, William <fajkus@cod.edu>; Pangan, John <pangan@cod.edu>
Subject: Check Requests for Chap Fitness Member Refunds

These check requests are for refunds given to Chap Fitness members who paid with a credit card, but paid more than 120 days ago. Our Credit Card processing vendor only allows us a 120 look back. These members have requested that their memberships be canceled and that the money left over from their unused membership be refunded.

If you have any questions, please do not hesitate to ask.

Thank you,

Matt Cousins

REVIEWED

By Melissa Doguim at 9:19 am, Jun 17, 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:

6/12/2020

Vendor ID:

NA

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
NA	05	60	17800	4503001	Community Memberships - PE	\$ 489.48

Grand Total

\$ 489.48

Check the appropriate box below and sign



AP VERIFIED
06/24/20 - MARIA ZERRUDO

We, the undersigned, hereby certify that the goods/services for which payment has been 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 has been 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:

Thomas purchased a Community Annual on 11/22 for \$396. He has 249 days left on his membership: $249/365 * \$396 = \270.15

Melinda purchased 9 Community Monthlies on 11/19 for \$315 (9 x \$35). She has 6 full memberships remaining plus she has 8 days remaining on her current membership which would be $8/30 * \$35 = \9.33 . Using these numbers her refund check should be $(\$210 + \$9.33 =) \$219.33$

Combined refund = \$489.48

Approvals:

Prepared By:

Matt Cousins

Approved By:

Ryan Kaiser

Signature:

Matthew Cousins

Signature:

APPROVED

By Ryan Kaiser at 5:15 pm, Jun 15, 2020

Payment Due:

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Dr. Diana Del Rosario

Date:

Diana Del Rosario

Digitally signed by Diana Del Rosario
Date: 2020.06.17 22:56:19 -05'00'

Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), 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.

