

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1611071  
Vendor Name: The Brain Aneurysm Foundation  
Invoice Number: CES20191121-00023  
Invoice Date: 06/29/20  
PO Number:  
Check Number: 0270828  
Check Amount: \$ 235.00  
Check Date: 07/14/2020  
Department ID: 13290  
Reviewer Name:  
Voucher Number: V0633480  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

# AP VERIFIED

## 07/06/20 - ISABEL BARRIOS

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: 6/29/2020  
Vendor ID:

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
CES20191121-00023	01	90	13290	4600001	Facilities Rental	\$ 235.00
Grand Total						\$ 235.00

**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: Brain Aneurysm Foundation  
c/o Kathleen Monahan

Payee Address: 269 Hanover Street  
Hanover, MA 02339

Other  
Instructions:

**Description on Check:**

Refund of Deposit on BA Foundation Walk, Reservation canceled due to COVID 19.

**Approvals:**

Prepared By: Jennifer Charles

Signature: *Jennifer Charles*

Payment Due:

Board Approved Date:

Approved: **APPROVED**  
By Eric Schultz at 3:40 pm, Jun 29, 2020

Signature:

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

Signature:

Approved By Division VP: **APPROVED**  
By Ellen M. Roberts at 4:17 pm, Jun 29, 2020

Signature:

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.

RECEIPT TENDER CODE ANALYSIS

CODE: BANK Thank You for Your Payment

ID	Name	Date Receipt No	AR Type/ Dep Type/ Non-AR Receipt Code	Session	Amount GL NOS
<hr/>					
	1/3/20 Rent Hurst Services	01/06/20 001775236	CONF Conference & Events Services	Total:	158.00
01_90_13290_4600001				54350	842.00
01_90_13290_4509012				54350	210.00
<hr/>					
	1/6/20 Dining Svs IL State	01/07/20 001775855	CONF Conference & Events Services	Total:	1,052.00
01_90_13290_4501003				54371	119.92
<hr/>					
	1/6/20 Event Space Deposit	01/07/20 001775860	CONF Conference & Events Services	Total:	119.92
01_90_13290_4600001				54371	235.00
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	Event Space Deposit	01/08/20 001776372	CONF Conference & Events Services	Total:	235.00
01_90_13290_4600001				54390	197.00
<hr/>					
	Event Space Rental, Food and B	01/08/20 001776390	CONF Conference & Events Services	Total:	197.00
01_90_13290_4600001				54390	170.00
01_90_13290_4501003				54390	210.14
01_90_13290_4509006				54390	35.00
01_00_00000_2900013				54390	19.44
<hr/>					
	Rent Metro Mayors, Dining Serv	01/08/20 001776416	CONF Conference & Events Services	Total:	434.58
01_90_13290_4600001				54390	433.00
01_90_13290_4501003				54390	1,325.27
01_90_13290_4509006				54390	105.00
01_90_13290_4509012				54390	315.00
01_90_13290_4600010				54390	1,275.00
<hr/>					
	Event Space Rental, Food and B	01/08/20 001776430	CONF Conference & Events Services	Total:	3,453.27
01_90_13290_4600001				54390	170.00-
01_90_13290_4501003				54390	210.14-
01_90_13290_4509006				54390	35.00-
01_00_00000_2900013				54390	19.44-
<hr/>					
	Event Space Rental, Food and B	01/08/20 001776436	CONF Conference & Events Services	Total:	434.58-
01_90_13290_4600001				54390	170.00
01_90_13290_4501003				54390	210.14
01_90_13290_4509006				54390	35.00
01_00_00000_2900013				54390	19.44
<hr/>					
	Event Space Rental, Food and B	01/13/20 001781390	CONF Conference & Events Services	Total:	434.58
01_90_13290_4600001				54459	457.00
01_90_13290_4501003				54459	1,619.05
01_90_13290_4600010				54459	775.00



College of DuPage

Location: MAIN  
Glen Ellyn, IL

Receipt: 001775860

Date of Receipt: 01/07/20

Cashier ID:

Received From:  
1/6/20 Event Space Deposit

Rcpt Codes :  
Conference & Events Services  
235.00

CK 1731 235.00

Total: 235.00

Signature X \_\_\_\_\_

(Customer Copy)

College of DuPage

Location: MAIN  
Glen Ellyn, IL

Receipt: 001775860

Date of Receipt: 01/07/20

Cashier ID: SHAUGHNESSYB

Received From:  
1/6/20 Event Space Deposit

Rcpt Codes :  
Conference & Events Services  
235.00

CK 1731 235.00

Total: 235.00

Signature X \_\_\_\_\_

(Office Copy)

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From: acctpay@cod.edu  
Sent: Tue Jun 30 07:30:00 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Refund  
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**From:** Roberts, Ellen  
**Sent:** Monday, June 29, 2020 4:19 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Cc:** Schultz, Eric <schultze399@cod.edu>  
**Subject:** FW: Refund

Good afternoon,

The attached is ready for processing. Please note that Eric has asked that it be charged to FY20 budget if possible.

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:** Schultz, Eric <schultze399@cod.edu>  
**Sent:** Monday, June 29, 2020 3:43 PM  
**To:** Roberts, Ellen <roberts@cod.edu>  
**Subject:** Refund

Ellen, if you could please sign and forward on to AP.  
This client was going to do an event in Sept, had put down a deposit. With COVID, they are going to a virtual event.  
This refund should come out of FY20, if that is still possible this week.

Thanks, please let me know if any questions....