

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1610772

Vendor Name: Kevin Lange

Invoice Number: 061220

Invoice Date: 06/12/20

PO Number:

Check Number: 0270919

Check Amount: \$ 155.10

Check Date: 07/14/2020

Department ID: 17800

Reviewer Name:

Voucher Number: V0631558

Redaction Type: None

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

Document Below

REVIEWED

By Melissa Dogulm at 8:16 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	\$ 155.10

Grand Total \$ 155.10

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.

AP VERIFIED
06/25/20 - BETHANY CRUSE

Payee Name:

Payee Address:

Other
Instructions:**Description on Check:**

Mr Lange requested a refund for his unused Chap Fitness Membership. 21 unused days in March at \$1.10/day = \$23.10. 4 unused months at \$33/month = \$132. Total refund = \$155.10

Approvals:

Prepared By:

Matt Cousins

Signature:

Matthew Cousins

Payment Due:

Board Approved Date:

Approved By: Ryan Kaiser

Signature:

Approved By:

APPROVED

By Ryan Kaiser at 5:16 pm, Jun 15, 2020

Date:

Signature:

Approved By Division VP:

Dr. Diana Del Rosario

Date:

Diana Del RosarioDigitally signed by Diana Del Rosario
Date: 2020.06.17 23:00:27 -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

From: cruseb199@cod.edu
Sent: Wed Jun 24 13:05:32 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Check Requests for Chap Fitness Member Refunds

From: Cousins, Matt <cousins@cod.edu>
Sent: Wednesday, June 24, 2020 11:20 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: Fw: Check Requests for Chap Fitness Member Refunds

Hi Bethany,

Kevin Lange now has a vendor ID#. It is VN1610772.

Thank you for your help.

Matt

From: Towne, Jordan
Sent: Tuesday, June 23, 2020 12:32 PM
To: Cousins, Matt
Subject: Re: Check Requests for Chap Fitness Member Refunds

Hi Matt,

The last vendor Kevin Lange is in Colleague now. VN 1610772. You should be ok to request checks for the three people.

Thank you,

Jordan Towne
Purchasing Expeditor



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2576 | F: (630) 942.4201 | townej@cod.edu

- [Click Here for current bids/Rfps!](#)
- [COD: Check out our Team Site!](#)

Thank you,

From: Cruse, Bethany
Sent: Monday, June 22, 2020 10:32 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
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

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.

Hi Matt,

Could you please cancel my membership and get a check for the remaining time.

Thanks Kevin Lange

Sent from my iPhone

Payment Details

Amount: \$396.00

Date: July 25, 2019

Time: 5:55 AM

Type: Self-Pay

Method: CREDIT - AX

Account Info

Label: Account #1

Ending In 71008

[Edit Account Info](#)

Confirmation

41484279614

BILLS PAID BY THIS PAYMENT

BILL #	DUE DATE	BILL FOR	DESCRIPTION	AMOUNT
28862	July 25, 2019	Kevin Lange	Community Annual #41495	\$396.00

Last Date of Attendance was 3/4/2020.