

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188426

Vendor Name: Village of Glen Ellyn, Illinois

Invoice Number: LIQUOR LICENSE '20

Invoice Date: 07/27/20

PO Number:

Check Number: 0271204

Check Amount: \$ 4,312.53

Check Date: 07/28/2020

Department ID: 00761

Reviewer Name:

Voucher Number: V0638378

Redaction Type: None

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

Document Below

AP VERIFIED

07/28/20 - 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: 7/27/2020
Vendor ID: 1189139

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
Class O Liquor License	01	80	00761	5309001	Other Contractual Services Exp	\$4,312.53

Grand Total \$ 4,312.53

--- \$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: VendorID#118139, Village of Glen Ellyn

Other Instructions: Manual check Request - Return to Phil Gieschen

Payee Address: 535 Duane Street, Glen Ellyn, IL 60137

Description on Check:

COD Liquor License Class O

Approvals:

Prepared By: Phil Gieschen

Approved By: Philip Gieschen

Date:

Signature:

Signature: [Signature]

7-27-20

Payment Due: 7/31/2020

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Ellen Roberts

Date:

Signature: [Signature]

7.27.2020

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

From: barriosi142@cod.edu
Sent: Tue Jul 28 08:45:04 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Liquor License - Manual check request approved - please rush

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Tuesday, July 28, 2020 8:40 AM
To: Barrios, Isabel <barriosi142@cod.edu>
Cc: Sekerka, Joyce <sekerkaj@cod.edu>; Gieschen, Philip <giesche@cod.edu>
Subject: FW: Liquor License - Manual check request approved - please rush
Importance: High

Hi Isabel,

Ellen has approved manual check. Please rush and contact Phil Gieschen if you have any questions.

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)

x

From: Roberts, Ellen <roberts@cod.edu>
Sent: Tuesday, July 28, 2020 8:38 AM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: Liquor License - Manual check request

Vera,

I signed the check request form yesterday and sent to Phil. I approve of the manual check request.

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: Tuesday, July 28, 2020 8:19 AM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Liquor License - Manual check request

Hi Ellen,

Phil is requesting your approval for a manual check.

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)

x

From: Gieschen, Philip <giesche@cod.edu>
Sent: Tuesday, July 28, 2020 8:14 AM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: Liquor License

Hi Vera,

Yes, I need a manual check cut so I can deliver to the Village of Glen Ellyn.

Phil Gieschen
Coordinator of Risk Management
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630/942-2993
giesche@cod.edu

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From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Tuesday, July 28, 2020 7:42 AM
To: Gieschen, Philip <giesche@cod.edu>

To: Gieschen, Philip <giesche@cod.edu>

Cc: bar

Subject: RE: Liquor License

Hi Phil,

Do you need a manual check cut ASAP? If so, Ellen must approve manual check. Let me know and I will forward to Ellen. Otherwise, you can send to Isabel

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)

x

From: Gieschen, Philip <giesche@cod.edu>

Sent: Monday, July 27, 2020 4:08 PM

To: Humphrey, Vera <humphreyv@cod.edu>

Subject: FW: Liquor License

Hi Vera,

How do I submit something to "invoicing"?

Phil Gieschen
Coordinator of Risk Management
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630/942-2993
giesche@cod.edu

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From: Cruse, Bethany <cruseb199@cod.edu>

Sent: Monday, July 27, 2020 4:05 PM

To: Gieschen, Philip <giesche@cod.edu>

Subject: RE: Liquor License

Phil,

If you have not done so please submit this to invoicing so it can be processed. Isabel handles R-Z alphabet so she will be processing this and you may contact her for pickup instructions.

Thanks

Bethany Cruse
AP Lead
College Of DuPage
630-942-4294

From: Gieschen, Philip <giesche@cod.edu>
Sent: Monday, July 27, 2020 2:45 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: FW: Liquor License

Hi Bethany,

Let me know if you need anything else. How do I go about getting the check when ready so I can take it over to Glen Ellen Village Hall?

Phil Gieschen
Coordinator of Risk Management
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630/942-2993
giesche@cod.edu

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From: Roberts, Ellen <roberts@cod.edu>
Sent: Monday, July 27, 2020 2:41 PM
To: Gieschen, Philip <giesche@cod.edu>
Subject: FW: Liquor License

Phil,

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: Gieschen, Philip <giesche@cod.edu>
Sent: Monday, July 27, 2020 2:24 PM

Sent: Monday, July 27, 2020 2:24 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: Liquor License

Ellen,

Please sign and return.

Phil Gieschen
Coordinator of Risk Management
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630/942-2993
giesche@cod.edu

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