

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188426

Vendor Name: Village of Glen Ellyn, Illinois

Invoice Number: 2192021 PERMIT

Invoice Date: 02/19/21

PO Number:

Check Number: 0277100

Check Amount: \$ 95.00

Check Date: 03/08/2021

Department ID: 00262

Reviewer Name:

Voucher Number: V0664138

Redaction Type: None

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

Document Below

AP VERIFIED

03/08/21 - 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: 2/19/2021
Vendor ID: 1188426

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
2192021	01	20	00262	5804001	Building Remodeling Exps	\$ 95.00
Grand Total						\$ 95.00

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: Village of Glen Ellyn
Payee Address: 535 Duane St, Glen Ellyn, IL 60137

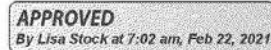
Other Instructions: Physical cut check will need to be given to Don Inman to take to Village of Glen Ellyn office.

Description on Check:

The check is for a Contruction Building Permit for the leveling aand implementation of a 12' by 20' prairie management shed.

Approvals:

Prepared By: Remic Ensweiler
Signature: *Remic Ensweiler*
Payment Due: 2/24/2021
Board Approved Date:

Approved By: Jennifer Cumpston Date: 2/19/21
Signature: *Jennifer Cumpston*
Approved By: Date:
Signature: 
Approved By Division VP: Date:
Signature: *Edson M. Roberts* 3.7.2021

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

From: Barrios, Isabel <barriosi142@cod.edu>

Sent: Mon Mar 08 08:08:54 CST 2021

To: invoicing@cod.edu

CC:

Subject: FW: physical check cut to pay village of glen ellyn construction building permit for prairie shed

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

Sent: Sunday, March 7, 2021 6:42 PM

To: Sekerka, Joyce <sekerkaj@cod.edu>; Barrios, Isabel <barriosi142@cod.edu>

Cc: Inman, Donald <inmand1960@cod.edu>; Ensweiler, Remic <ensweilerr@cod.edu>

Subject: FW: physical check cut to pay village of glen ellyn construction building permit for prairie shed

Hi Joyce/Isabel,

Ellen has approved manual check request. Please email Don Inman when the check it is available for pick up or if you have any questions.

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: Roberts, Ellen <roberts@cod.edu>

Sent: Sunday, March 7, 2021 9:40 AM

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

Subject: FW: physical check cut to pay village of glen ellyn construction building permit for prairie shed

Good morning, Vera –

Attached please find the signed form.

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: Saturday, March 6, 2021 8:25 PM

To: Roberts, Ellen <roberts@cod.edu>

Subject: FW: physical check cut to pay village of glen ellyn construction building permit for prairie shed

Hi Ellen,

Attached is a request for a manual check 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)

x

From: Inman, Donald <inmand1960@cod.edu>

Sent: Saturday, March 6, 2021 7:55 PM

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

Subject: RE: physical check cut to pay village of glen ellyn construction building permit for prairie shed

Hi Vera

Attached is what he did. (I do it differently and have never had such a delay as we seem to be having with this one).

Any suggestions? Mine is for him to resend the email to accounts payable and copy Isabella who is mentioned in the Feb 19 section.

Anyway, it's not so much we urgent and earth shattering, sometimes I just wonder how things don't go perfect.
Enjoy your night.

Don

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

Sent: Saturday, March 6, 2021 6:26 PM

To: Inman, Donald <inmand1960@cod.edu>

Cc: Sekerka, Joyce <sekerkaj@cod.edu>

Subject: RE: physical check cut to pay village of glen ellyn construction building permit for prairie shed

Hi Don,

Sorry, VGE is not in Ellen's queue. I believe those permits are typically paid with a Check Request Form that is on the portal? Remic may have to resubmit.

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: Inman, Donald <inmand1960@cod.edu>
Sent: Saturday, March 6, 2021 5:41 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Cc: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: RE: physical check cut to pay village of glen ellyn construction building permit for prairie shed

Of course, it has always been you.. so here is the question..have you seen anything from purchasing in the last couple of weeks for a check request to the Village for \$95, shed permit?

Remic, I believe, had put a req in the system, well maybe his boss did, and I am not sure whether purchasing pushed it out yet, or what...it's interesting...I am trying to help him by having him do things, however, things like this, seem to go sideways a bit...he is trying so hard to learn, and moves fast, sometimes in the wrong direction...

If you or Joyce haven't seen anything, then I will work back with him to check on his requisition, figure out where that is at, and then get it to you, thru purchasings request, etc.

Anyway, thanks for getting back with us, we will figure this out, like we always do 😊

Hope you both enjoyed your sunny Saturday...Spring is here, I saw spring only birds the last few days, and they know what they are doing.

Now if we can just get rid of COVID! Yuk!

Don

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Saturday, March 6, 2021 1:51 PM
To: Inman, Donald <inmand1960@cod.edu>; Ensweiler, Remic <ensweilerr@cod.edu>
Cc: Erl, Lisa <erll630@cod.edu>
Subject: RE: physical check cut to pay village of glen ellyn construction building permit for prairie shed

Hi Don and Remic,

Lisa is correct. Requests for manual checks need to be approved by Ellen. If you have not done so in the past, can you please

also copy me and Joyce Sekerka on those requests?

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: Erl, Lisa <erll630@cod.edu>
Sent: Friday, March 5, 2021 4:12 PM
To: Inman, Donald <inmand1960@cod.edu>
Cc: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: physical check cut to pay village of glen ellyn construction building permit for prairie shed

Hey Don –

I don't know what this process entails. But I did talk to Remic and just sent an email to Ellen.

Hope this helps.

Thanks,

Lisa

Lisa G. Erl
Administrative Assistant, Business Services
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2232
erll630@cod.edu

From: Inman, Donald <inmand1960@cod.edu>
Sent: Friday, March 5, 2021 4:02 PM
To: Erl, Lisa <erll630@cod.edu>
Cc: Humphrey, Vera <humphreyv@cod.edu>
Subject: physical check cut to pay village of glen ellyn construction building permit for prairie shed
Importance: High

Are you involved in this, what's up?
Remic seeking \$95 dollar check to Village

Don

From: Ensweiler, Remic <ensweilerr@cod.edu>

Sent: Friday, March 5, 2021 3:51 PM

To: Inman, Donald <inmand1960@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>; Towne, Jordan <townej@cod.edu>; hunphreyv@cod.edu

Subject: Fwd: Seeking approval for getting physical check cut to pay village of glen ellyn construction building permit for prairie shed

Remic

This message was sent from my mobile phone. Please pardon any typos.

From: Ensweiler, Remic <ensweilerr@cod.edu>

Sent: Friday, March 5, 2021 1:46:15 PM

To: Erl, Lisa <erll630@COD.EDU>

Cc: Inman, Donald <inmand1960@cod.edu>

Subject: RE: Seeking approval for getting physical check cut to pay village of glen ellyn construction building permit for prairie shed

Hi Lisa,

I hope this email finds you well and that you are having a good Friday.

Forwarded is a communication from 2/22 when I requested Ellen's signature for getting a physical check cut.

Do you mind having her review and sign if she approves when you have a chance?

Thanks!

Remic

Remic Ensweiler

Outdoor Lab/Prairie Manager

College of DuPage

Biology – STEM Division

BIC 0545 630.942.3919

From: Ensweiler, Remic

Sent: Monday, February 22, 2021 10:31 AM

To: Erl, Lisa <erll630@COD.EDU>

Subject: FW: Seeking approval for getting physical check cut to pay village of glen ellyn construction building permit for prairie shed

Hi Lisa,

I need Ellen Robert's signature in order to get a \$95 check cut to bring to the Village of Glen Ellyn to pay for a construction permit to put the prairie shed on campus.

Please forward to her for her review and signature and reach out with questions.

Thanks,

Remic

Remic Ensweiler

Outdoor Lab/Prairie Manager

College of DuPage

Biology – STEM Division

BIC 0545 630.942.3919

From: McConnell, Amy <mcconnella1369@cod.edu>

Sent: Monday, February 22, 2021 9:00 AM

To: Cumpston, Jennifer <cumpstonj@cod.edu>; Ensweiler, Remic <ensweilerr@cod.edu>

Cc: Tijerina, Belinda <tijerinab@cod.edu>; Inman, Donald <inmand1960@cod.edu>; Kulbida, Jennifer <kulbidaj@cod.edu>

Subject: RE: Seeking approval for getting physical check cut to pay village of glen ellyn construction building permit for prairie shed

Good morning Jen,

The signed doc is attached.

Thank you,

Amy McConnell

Administrative Assistant to Dr. Lisa Stock, Academic Affairs

College of DuPage | 425 Fawell Blvd. | BIC 3B15A | Glen Ellyn, IL 60137

(630) 942-3342 (phone) | (630) 942-3925 (fax) | mcconnella1369@cod.edu

From: Cumpston, Jennifer <cumpstonj@cod.edu>

Sent: Friday, February 19, 2021 3:04 PM

To: Ensweiler, Remic <ensweilerr@cod.edu>; McConnell, Amy <mcconnella1369@cod.edu>

Cc: Tijerina, Belinda <tijerinab@cod.edu>; Inman, Donald <inmand1960@cod.edu>; Kulbida, Jennifer <kulbidaj@cod.edu>

Subject: RE: Seeking approval for getting physical check cut to pay village of glen ellyn construction building permit for prairie shed

Amy,

Can you please have Lisa review and sign?

Thank you,

Jen

From: Ensweiler, Remic <ensweilerr@cod.edu>

Sent: Friday, February 19, 2021 2:38 PM

To: Cumpston, Jennifer <cumpstonj@cod.edu>

Cc: Tijerina, Belinda <tijerinab@cod.edu>; Inman, Donald <inmand1960@cod.edu>; Kulbida, Jennifer <kulbidaj@cod.edu>

Subject: Seeking approval for getting physical check cut to pay village of glen ellyn construction building permit for prairie shed

Hi Jen,

I spoke with Isabel Barrios in Accounts Payable about getting the check cut.

In order to move forward with the process of ordering the shed, you will need to sign the attached form. Then it goes to Lisa Stock for her review and approval.

Then we can cut the \$95 physical check to take into the Village of Glen Ellyn to pay for the Construction Permit for the prairie shed.

Please reach out with questions.

Thanks,

Remic

Remic Ensweiler

Outdoor Lab/Prairie Manager

College of DuPage

Biology – STEM Division

BIC 0545 630.942.3919

COD Natural Areas:

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[attachment: message.eml]

[attachment: 21 2 19 prairie shed permit CHECK REQUEST FORM with emails from village.pdf]

From: "Ensweiler, Remic" <ensweilerr@cod.edu>
To: Accounts Payable <acctpay@cod.edu>
CC: "Barrios, Isabel" <barriosi142@cod.edu>, "Cumpston, Jennifer" <cumpstonj@cod.edu>, "Tijerina, Belinda" <tijerinab@cod.edu>, "Inman, Donald" <inmand1960@cod.edu>, "Kulbida, Jennifer" <kulbidaj@cod.edu>
Subject: FW: Seeking approval for getting physical check cut to pay village of glen ellyn construction building permit for prairie shed
Date: Mon, 22 Feb 2021 16:14:22 +0000
Message-ID: <33a6cd4fa2014977be3e6e2d595c05d5@cod.edu >
Attachments: 21 2 19 prairie shed permit CHECK REQUEST FORM with emails fromvillage.pdf

Hello Accounts Payable,
Forwarded is the signed and approved check request form for a check to be made out to the Village of Glen Ellyn.
Please reach out with questions or further instructions for picking check up.
Remic

Remic Ensweiler
Outdoor Lab/Prairie Manager
College of DuPage
Biology – STEM Division
BIC 0545 630.942.3919

From: McConnell, Amy <mcconnella1369@cod.edu >
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To: Cumpston, Jennifer <cumpstonj@cod.edu>; Ensweiler, Remic <ensweilerr@cod.edu>
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Subject: RE: Seeking approval for getting physical check cut to pay village of glen ellyn construction building permit for prairie shed

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Thank you,

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College of DuPage | 425 Fawell Blvd. | BIC 3B15A | Glen Ellyn, IL 60137
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Please reach out with questions.

Thanks,

Remic

Remic Ensweiler
Outdoor Lab/Prairie Manager
College of DuPage
Biology – STEM Division
BIC 0545 630.942.3919

COD Natural Areas:

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College of DuPage - Accounts Payable
Check Request Form
revised 1/29/2021

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: 2/19/2021
Vendor ID: 1188426

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
2192021	01	20	00262	5804001	Building Remodeling Exps	\$ 95.00
Grand Total						\$ 95.00

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.
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Payee Name: Village of Glen Ellyn
Payee Address: 535 Duane St, Glen Ellyn, IL 60137

Other Instructions:

Physical cut check will need to be given to Don Inman to take to Village of Glen Ellyn office.

Description on Check:

The check is for a Contruction Building Permit for the leveling aand implementation of a 12' by 20' prairie management shed.

Approvals:

Prepared By: Remic Ensweiler
Signature: *Remic Ensweiler*
Payment Due: 2/24/2021
Board Approved Date:

Approved By: Jennifer Cumpston Date: 2/19/21

Signature: *JC*
Approved By: Date:

Signature: **APPROVED**
By Lisa Stock at 7:02 am, Feb 22, 2021
Approved By Division VP: Date:

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.

From: [Peggy Hayley](#)
To: [Kulbida, Jennifer](#)
Subject: [External] RE: College of DuPage - Inquiry about a shed we are planning, permit cost
Date: Thursday, February 18, 2021 1:56:45 PM

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good afternoon

Thank you for reaching out regarding your application submittal. We will need 3 copies of your plans along with specs for the shed and how the shed will be anchored. We will also need the contractor information. The cost of the permit is 95.00. Feel free to reach out with any other questions.

Thank you ☺

Peggy Hayley

Permit Clerk

Village of Glen Ellyn

535 Duane St

Glen Ellyn, IL 60137

630-547-5250

mhayley@glenellyn.org

From: Kulbida, Jennifer [mailto:kulbidaj@cod.edu]
Sent: Thursday, February 18, 2021 10:36 AM
To: Peggy Hayley <mhayley@glenellyn.org>
Subject: College of DuPage - Inquiry about a shed we are planning, permit cost

Good Morning Peggy,

I am assisting Don Inman in getting a permit application submitted for a storage shed we are planning to install on campus.

It will be a temporary structure, meaning it can be moved and will not be placed on a foundation. It will sit on asphalt paving.

We are going to place it in the lower level fleet vehicle parking area behind the Berg Instructional Center, not far from our Shipping and Receiving area.

It will be for our Prairie Manager to store tools and items needed to maintain our prairie plants.

Don had been in contact with Steve in your office about this. The commercial permit application has already been prepared. The two attached drawings were shared with Steve.

Can you please tell me if what is attached would be acceptable for the permit submission?

Would you need something different? Six copies of the drawings with the permit application,

correct?

Could you provide me with the form and permit cost I need to obtain a physical check for the submission?

Thank you for your help and have a great day!

Jennifer Kulbida

Facilities Documentation & Project Coordinator
Facilities Operations

College of DuPage

425 Fawell Boulevard, CMC 1038

Glen Ellyn, IL. 60137

(630)-942-4072

kulbidaj@cod.edu

From: [Ensweiler, Remic](#)
To: [Barrios, Isabel](#)
Cc: [Inman, Donald](#); [Kulbida, Jennifer](#); [Cumpston, Jennifer](#); [Tijerina, Belinda](#)
Subject: Seeking advice about getting \$95 check cut to Village of Glen Ellyn
Date: Friday, February 19, 2021 10:02:00 AM
Attachments: RE College of DuPage - Inquiry about a shed we are planning, permit cost.pdf

Hi Isabel,

I am working with Facilities to get a shed ordered for prairie management. To move the process forward, I will need to have a physical check cut for \$95 for a Commercial Building Permit made out to the Village of Glen Ellyn.

Attached is a pdf of the email indicating the amount due to the college.

After seeking advice from others, I thought that the COD MyAccess Request a payment under \$500 is the route to go for this.

However, when I went to enter the info, a couple questions came up.

1. What will the invoice number be?
2. The only vendor for Village of Glen Ellyn is 'Attn: Food and Beverage Tax' which isn't precisely the department I would need.
3. What happens after I fill this out? And how do I note that I will need a physical check cut?

Please let me know your thoughts when you get a chance.

My cell is 630-301-0240 if you would like to take care of this over the phone.

Thanks in advance for any help with this!

Remic

Remic Ensweiler
Outdoor Lab/Prairie Manager
College of DuPage
Biology – STEM Division
BIC 0545 630.942.3919

COD Natural Areas:

[web](#) // [youtube](#) // [facebook](#) // [instagram](#) // [twitter](#) // [newsletter](#) // [inaturalist](#) // [student job](#)

College of DuPage - Accounts Payable

Check Request Form

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Village of Glen Ellyn

535 Duane St

Glen Ellyn, IL 60137

630-547-5250

mhayley@glenellyn.org

From: Kulbida, Jennifer [mailto:kulbidaj@cod.edu]
Sent: Thursday, February 18, 2021 10:36 AM
To: Peggy Hayley <mhayley@glenellyn.org>
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Thank you for your help and have a great day!

Jennifer Kulbida

Facilities Documentation & Project Coordinator
Facilities Operations

College of DuPage

425 Fawell Boulevard, CMC 1038

Glen Ellyn, IL. 60137

(630)-942-4072

kulbidaj@cod.edu

From: [Ensweiler, Remic](#)
To: [Barrios, Isabel](#)
Cc: [Inman, Donald](#); [Kulbida, Jennifer](#); [Cumpston, Jennifer](#); [Tijerina, Belinda](#)
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Remic

Remic Ensweiler
Outdoor Lab/Prairie Manager
College of DuPage
Biology – STEM Division
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