

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1085625

Vendor Name: Glenbard Township High School

Invoice Number: JANUARY 6,2021

Invoice Date: 01/06/21

PO Number:

Check Number: 0277300

Check Amount: \$ 6,000.00

Check Date: 03/09/2021

Department ID: 00774

Reviewer Name:

Voucher Number: V0661671

Redaction Type: None

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

Document Below

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From: Accounts Payable <acctpay@cod.edu>  
Sent: Mon Feb 15 09:50:15 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Community Engagement GPS check request for processing  
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**From:** Gonzales, Sandra <gonzaless33929@cod.edu>  
**Sent:** Monday, February 15, 2021 9:27 AM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Subject:** Community Engagement GPS check request for processing

Hello,

Attached please find a check request and supporting documentation for your review and processing.

Thank you.

Have a great week.

Sandra  
**Sandra Gonzales**, Administrative Assistant  
Community Relations | Marketing and Communications  
College of DuPage | 425 Fawell Blvd., | IRC 1045-1 | Glen Ellyn, IL 60137

[attachment: GPS MLS Check Request signed (5) (2).pdf]  
[attachment: GPS MLTS Check Request Supporting Documents.PDF]

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: 2/11/2021  
Vendor ID: 1085625

| Invoice Number | Fund | Func. | Dept. | Object  | Object Descrip.                | Amount      |
|----------------|------|-------|-------|---------|--------------------------------|-------------|
|                | 01   | 40    | 00774 | 5309001 | Other Contractual Services Exp | \$ 6,000.00 |
|                |      |       |       |         |                                |             |
|                |      |       |       |         |                                |             |
|                |      |       |       |         |                                |             |
|                |      |       |       |         |                                |             |

Grand Total \$ 6,000.00

--- \$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.

**AP VERIFIED**  
**02/15/21 - MARIA ZERRUDO**

Payee Name: Glenbard Township HS District  
87/Glenbard Parent Series

Other Instructions: ATTN: Gilda Ross

Payee Address: 596 Crescent Boulevard  
Glen Ellyn, IL 60137-4297

Description on Check:

Glenbard Parent Series 'Most Likely to Succeed' event sponsorship.

Approvals:

Prepared By: Sandra Gonzales

Signature: 

Payment Due: \_\_\_\_\_

Board Approved Date: \_\_\_\_\_

Approved By: Ami Chambers

Signature: 

Approved By: Jennifer Duda

Signature: 

Approved By Division VP: Wendy Parks

Signature: 

Date: 2/11/21

Date: 2/11/21

Date: 2-15-21

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

# INVOICE

January 6, 2021

College of DuPage  
425 Fawell Blvd., Glen Ellyn, IL 60137

Attention: Sandra Gonzales

**Description:**

**Sponsorship of the Glenbard Parent Series: GPS Navigating Healthy Families**

- GPS/College of DuPage Live Stream Event March 9, 2021 \$6,000  
*The Future of Work and Education/Most Likely to Succeed*  
Partial Keynote Speaker Fee: Heather E. McGowan

**Total Sponsorship: \$6,000**

Please make check payable to **Glenbard Parent Series**.

*Thank you! Your support means so much.*

***Glenbard Parent Series-Navigating Healthy Families***  
***Attention: Gilda Ross***  
***gilda\_ross@glenbard.org***  
***630-469-9100 x5147***

**GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87**

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596 Crescent Boulevard, Glen Ellyn, IL 60137-4297 (630) 469-9100  
www.glenbard87.org

**CONTRACT APPROVAL COVERSHEET**

Contract Name: Glenbard Parent Series (GPS)\*The Future of Work and Education/Most Likely to Succeed\*

Requesting Department: Community Engagement

Date Initiated: 1/28/21

Contact Name: Sandra Gonzales

Phone: ext. 2802

Email Address: gonzaless33929@cod.edu

Vendor Name: Glenbard Township HS District 87/GPS

Phone: 630.463.9100

Vendor Contact: Gilda Ross

Email: gilda\_ross@glenbard.org

Total Contract: \$ 6,000.00

Contract Dates: Start: 3/09/21

FY Budget \$ 10,061.78 (01-40-00774-53090010)

End: 3/09/21

Vendor 1: Name \_\_\_\_\_

Quote: \$ \_\_\_\_\_

Vendor 2: Name \_\_\_\_\_

Quote: \$ \_\_\_\_\_

Vendor 3: Name \_\_\_\_\_

Quote: \$ \_\_\_\_\_

Contract Purpose: Sponsorship for the GPS speaker contract for the "Most Likely to Succeed" event on 3/09/21.

This is a live-streamed GPS/COD event that will be moderated by Cynthia Sims with a panel discussion featuring Dr. Caputo.

Contract Type:



Independent Contractor



Service Agreement



Lease



Construction



Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract? ☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (see page 2) ☒ Yes

*I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.*

Print

Requester: Sandra Gonzales

Budget Mgr.: Ami Chambers

Dept. Adm.: Wendy Parks

Sign & Date

Sandra Gonzales 2/01/21  
Ami Chambers 2/1/21  
Wendy C. Parks 2.9.21

Submit to Procurement at [purchasing@cod.edu](mailto:purchasing@cod.edu).

Purchasing Dept. Use Only

Comments \_\_\_\_\_

Approval Initials \_\_\_\_\_

**REVIEWED**

By Lisa Erl at 2:02 pm, Feb 10, 2021