

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086940

Vendor Name: Kaplan

Invoice Number: 005474703

Invoice Date: 02/09/21

PO Number:

Check Number: 0277324

Check Amount: \$ 171.90

Check Date: 03/09/2021

Department ID: 00161

Reviewer Name:

Voucher Number: V0661534

Redaction Type: None

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

Document Below

From: Accounts Payable <acctpay@cod.edu>
Sent: Tue Feb 09 18:55:39 CST 2021
To: invoicing@cod.edu
CC:
Subject: FW: Check Reequst

From: Schwab, Patricia <schwabp@cod.edu>
Sent: Tuesday, February 9, 2021 1:40 PM
To: Accounts Payable <acctpay@cod.edu>
Subject: Check Reequst

Hello,
Please see the attached check request.

Thanks,

Patti Schwab

[attachment: Kaplan_CHECK REQUEST FORM.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: 2/9/21
Vendor ID: 1086940

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
005474703	01	10	00161	5401002	Instructional Supplies	\$ 171.90
Grand Total						\$ 171.90

AP VERIFIED

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: Kaplan Early Learning Co

Other Instructions:

Payee Address:

Description on Check:

Pmt of adjusted inv #005474703

Approvals:

Prepared By: Patricia Schwab

Approved By: Marianne Hunicutt

Date: 2/9/21

Signature: Patricia Schwab

Signature: Marianne Hunicutt

Payment Due:

Approved By: Date:

Board Approved Date:

Signature: 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: Cruse, Bethany <cruseb199@cod.edu>
Sent: Wed Feb 10 16:08:58 CST 2021
To: invoicing@cod.edu
CC:
Subject: FW: Kaplan check request

From: Schwab, Patricia <schwabp@cod.edu>
Sent: Wednesday, February 10, 2021 3:53 PM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: RE: Kaplan check request

Here you go.

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Wednesday, February 10, 2021 3:42 PM
To: Schwab, Patricia <schwabp@cod.edu>
Subject: Kaplan check request

Hi Patricia,
Backup is required for check requests. Please submit vendor invoice.
Thanks

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

[attachment: Kaplan Inv 7048100-1 (003).pdf]

Invoice Amount	Customer Number
842.24	Include this number on your check and any correspondence 7048100
	P.O. NUMBER
	369617
	INVOICE NUMBER
	0005474703
	ORDER NUMBER
	0008068822
	QUOTE NUMBER
	QT328304
	INVOICE DATE
	05/16/2020

MS Please remit with your payment to:
Kaplan Early Learning Company
PO Box 890575
Charlotte, NC 28289-0575

Ship To:
JEAN ZAAR
155 S CIRCLE AVE
BLOOMINGDALE IL 60108-1620

PTM

Bill To: CMTY COLLEGE OF DUPAGE
DIST 502
425 FAWELL BLVD
GLEN ELLYN IL 60137-6599

Detach payment stub and return with check payable to: Kaplan Early Learning Company

PAGE 1

Customer Number	7048100	Invoice Number	0005474703
Order Number	0008068822	Invoice Date	05/16/2020
		P.O. Number	369617

DATE SHIP	PO LINE	ITEM #	DESCRIPTION	PRICE	PER	QTY ORD	QTY SHP	AMOUNT
Mark For ATTN: JEAN ZAAR								
05/15/2020	1	200017	DIY OP COOP CAMP QUILT 24PCS	\$14.95	EA	1	1	\$14.95
05/15/2020	3	62128	POP FOR LETTERS GAME	\$9.95	EA	1	1	\$9.95
05/15/2020	4	21131	LARGE GEL WRITING BOARDS 6	\$42.95	EA	1	1	\$42.95
05/15/2020	5	97772	UNIFIX CVC CUBES	\$19.95	EA	1	1	\$19.95
05/15/2020	7	62028	ALPHABET PEBBLES UPPERCASE	\$31.95	EA	1	1	\$31.95
05/15/2020	8	91139	ALPHABET PEBBLES LOWERCASE	\$31.95	EA	1	1	\$31.95
	9	63398	*NLA*INTERNATIONAL FOLKTALES F	\$0.00	EA	1	No longer available	
05/15/2020	10	53919	AUTHORS KIT RODRIGUEZ	\$43.95	EA	1	1	\$43.95
05/15/2020	11	91030	I SPY ALPHABET AQUARIUM	\$20.99	EA	1	1	\$20.99
05/15/2020	12	61276	LITERACY PLAY	\$19.95	EA	1	1	\$19.95
05/15/2020	13	30346	INSTRUMENTS AND MUSIC PBK	\$36.95	EA	1	1	\$36.95
05/15/2020	14	141426	THE MUSIC MAKER	\$44.95	EA	1	1	\$44.95
05/15/2020	15	62050	TWIG PENCILS SET OF 12	\$19.95	EA	1	1	\$19.95
05/15/2020	16	31286	TREASURE TUBES- CLEAR	\$49.95	EA	1	1	\$49.95
05/15/2020	17	92918	CREATIVE INVGT EARLY ART PBK	\$18.95	EA	1	1	\$18.95
05/15/2020	18	74131	TREASURE BASKET EXPLORATIONS	\$12.95	EA	1	1	\$12.95
05/15/2020	19	80888	STORY STRETCHERS FOR ITT	\$19.95	EA	1	1	\$19.95
05/15/2020	20	20222	SOCIAL STUDIES AND ME PBK	\$24.95	EA	1	1	\$24.95
05/15/2020	21	42234	I CANT SING PBK	\$14.95	EA	1	1	\$14.95
05/15/2020	23	47819	WALL ADHESIVE ROLL	\$25.95	EA	1	1	\$25.95
05/15/2020	24	20540	SINGLE GLUE STICK	\$1.50	EA	1	1	\$1.50
05/15/2020	25	26619	MINI UNIT BRICKS 72PC	\$49.95	EA	1	1	\$49.95
05/15/2020	26	86301	LITERACY DOUGH MATS	\$22.95	EA	1	1	\$22.95
05/15/2020	27	63544	ALPHABET FLOOR PUZZLE	\$16.95	EA	1	1	\$16.95
05/15/2020	28	84563	ESSENTIAL LITERACY WORKSHOP BK	\$39.95	EA	1	1	\$39.95

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Order Number	0008068822	Invoice Date	05/16/2020
		P.O. Number	369617

DATE SHIP	PO LINE	ITEM #	DESCRIPTION	PRICE	PER	QTY ORD	QTY SHP	AMOUNT
05/15/2020	29	89281	CANVAS PANELS 8X10 SET OF 10	\$32.95	EA	1	1	\$32.95
05/15/2020	30	23070	GOLDEN CLASSIC STORIES	\$85.95	EA	2	2	\$171.90

THANK YOU

We appreciate your business.

Sub Total	\$842.24
Tax	\$0.00
Freight	\$0.00
Invoice Amount	\$842.24
Payment Applied @	-\$646.39
Adjustments applied @	-\$23.95
Leaving a balance due @	\$171.90

Due Date 06/15/2020

Unless otherwise agreed in writing by Kaplan,
terms of payment are net due in 30 days.