

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1623754

Vendor Name: Mark McAndrew

Invoice Number: 013121

Invoice Date: 01/13/21

PO Number:

Check Number: 0277354

Check Amount: \$ 69.12

Check Date: 03/09/2021

Department ID: 17800

Reviewer Name:

Voucher Number: V0662234

Redaction Type: None

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

Document Below

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: 1/13/2021
Vendor ID: 1623754

Invoice Number	Fund	Func.	Dept.	Object	Object Descip.	Amount
NA	05	60	17800	4503001	Community Memberships - PE	\$ 69.12

Grand Total

\$ 69.12

AP VERIFIED

Check the appropriate box below and sign

☒ **02/19/21 - BETTANY CRUSE** 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:

Other
Instructions:

Payee Address:

Description on Check:

Mark McAndrew began his Senior Annual Membership on 6/1/2019. He paid \$288 via credit card for the membership on 6/10/2019. His last visit was recorded on 3/5/2020 before we began our pool shutdown. Therefore 278 of his 366 day membership were used, which is 76.0%. His refund would be .240 of \$288 = \$69.12

Approvals:

Prepared By: Matthew Cousins
Signature: *Matthew Cousins*
Payment Due:
Board Approved Date:

Approved By: Ryan Kaiser Date:
Signature: *Ryan Kaiser* Digitally signed by Ryan Kaiser
Date: 2021.02.15 15:46:30 -06'00'
Approved By: Dr. Diana Del Rosario Date:
Signature: *Diana Del Rosario* Digitally signed by Diana Del Rosario
Date: 2021.02.18 21:23:09 -06'00'
Approved By Division VP: Date:

Signature:

REVIEWED

By Melissa Dogulm at 8:09 am, Feb 17, 2021

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

From: Accounts Payable <acctpay@cod.edu>
Sent: Fri Feb 19 13:55:46 CST 2021
To: invoicing@cod.edu
CC:
Subject: FW: refund

From: Cousins, Matt <cousins@cod.edu>
Sent: Friday, February 19, 2021 1:00 PM
To: Accounts Payable <acctpay@cod.edu>
Subject: FW: refund

From: Kaiser, Ryan <kaiserr2964@cod.edu>
Sent: Friday, February 19, 2021 12:54 PM
To: Cousins, Matt <cousins@cod.edu>
Subject: refund

Ryan Kaiser

Director, Athletics and Recreational Programs
College of Dupage
(630)-942-2895 *Phone*
(630)-942-3601 *Fax*



[attachment: N [REDACTED]]

**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.

Mark McAndrew - Payment #35145



Payment Details

Amount: \$288.00
Date: June 10, 2019
Time: 5:52 AM
Type: Online
Method: CREDIT - MC

Processed By

 Matt Cousins

Account Info

Label: Account #1
Ending In 1417

Account has been deleted

Confirmation

61768029720

BILLS PAID BY THIS PAYMENT

BILL #	DUE DATE	BILL FOR	DESCRIPTION	AMOUNT
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