

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1358259
Vendor Name: American Express Travel Relate
Invoice Number: AMEXFEB2021
Invoice Date: 03/02/21
PO Number:
Check Number: 0277538
Check Amount: \$ 12,583.84
Check Date: 03/16/2021
Department ID: 00757
Reviewer Name:
Voucher Number: V0665205
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Tue Mar 16 08:03:01 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: AMEX STATEMENT FEB 2021

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Monday, March 15, 2021 4:40 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: Fw: AMEX STATEMENT FEB 2021

Hi Marivic,

Attached is Eugene's approval to pay the AMEX charges for February.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu



Disclosure Statement:

Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.

From: Refakes, Eugene
Sent: Monday, March 15, 2021 4:39 PM
To: Sekerka, Joyce
Subject: AMEX STATEMENT FEB 2021

Here is the approved statement Joyce.

Thanks,

Eugene Refakes

Manager, Financial Operations and Systems

Financial Affairs

College of DuPage

Phone | (630)942-3263 | E-Mail | refakese@cod.edu

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[attachment: American Express February 2021.pdf]

[attachment: Statement_Feb_2021.pdf]

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: 3/2/2021
Vendor ID: 1358259

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
AMEXFEB2021	01	80	00757	5909060	AmEx Clearing	\$ 12,583.84

Grand Total \$ 12,583.84

--- \$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: American Express

Payee Address: PO BOX 650448 Dallas,
TX 75265-0448

Other
Instructions:

Description on Check:

February 2021 statement

Approvals:

Prepared By: Joyce Sekerka 3.2.21

Signature:

Payment Due:

Board Approved Date:

Approved By:

Eugene Refakes

Signature:

Approved By:

Signature:

Approved By Division VP:

Signature:

Date:

Digitally signed by Eugene
Refakes
Date: 2021.03.15 13:56:57 -05'00'

Date:

Date:

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.



Corporate Card Statement of Account

**Sign-up For Online
Statements**

www.americanexpress.com/gopaperless

Prepared For
BRIAN W. CAPUTO
COLLGE OF DUPAGE

Account Number
XXXX-XXXXX6-41008

Closing Date
02/28/21

Page 1 of 5

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
1,577.67	12,583.84	39.00	0.00	100.00	14,100.51	03/15/21

For important information regarding your account refer to page 2.

Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

To manage your Account online or to pay your bill, please visit us at corp.americanexpress.com. For additional contact information, please see the reverse side of this page.

Corporate Card Snapshot

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX6-41008	BRIAN W. CAPUTO	39.00	0.00
XXXX-XXXXX6-43012	SCOTT BRADY	12,583.84	-100.00
	Total	12,622.84	-100.00

Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX6-41008	Reference Code	Amount \$
02/28/21	LATE FEE FOR 30-DAY PAST DUE BALANCE	39.00
Total for BRIAN W. CAPUTO	New Charges/Other Debits Payments/Other Credits	39.00 0.00

↓ Please fold on the perforation below, detach and return with your payment ↓

Do not staple or use paper clips

Payment Coupon

BRIAN W. CAPUTO
COLLGE OF DUPAGE
425 FAWELL BLVD.
GLEN ELLYN IL 60137

Account Number 3787-508176-41008 Payable upon receipt in U.S. Dollars.

Please Pay By
03/15/21 Enter 15 digit account number on all payments.

Amount Due
\$14,100.51

Checks or drafts must be drawn against banks located in the U.S.

See reverse side for instructions on how to update your address, phone number, or email.

Mail Payment to:



AMERICAN EXPRESS
PO BOX 650448
DALLAS TX 75265-0448

0000378750817641008 001410051001258384 28H4

Payments: Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be sent to the payment address shown on your statement and must include the remittance coupon from your statement. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. Your Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert your remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any representations, by transmitting the amount of the check, routing number, account number, and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, you authorize us to initiate an electronic debit from your bank or asset account. When we process your check electronically, your payment may be debited to the bank or asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%**. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-528-2122 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. Requests for refunds of credit balances (designated "CR") should be made by calling us at 1-800-528-2122 or the number on the back of your Card. Billing disputes can also be initiated online. This applies to Corporate Cards only, not Cards issued under the Corporate Defined Express Program.

In Case of Errors or Questions About Electronic Transfers: Please contact us by calling 1-800-IPAY-AXP for Pay By Phone, Pay By Computer issues and automatic payment issues.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about. You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.



Manage your Card account online at:
www.americanexpress.com/checkyourbill



For all further inquiries or to pay by phone, please call the number on the back of your Card.

If your Card has been lost or stolen, please call 1-800-528-2122.

International Collect:
1-336-393-1111.

Hearing Impaired Services:
TTY: 1-800-221-9950.
FAX: 1-800-695-9090.

Large Print and Braille Statements:
1-800-528-2122.



Customer Service
P.O. Box 981531
El Paso, TX
79998-1531

Payments
PO BOX 650448
DALLAS TX
75265-0448

Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.



Prepared For
BRIAN W. CAPUTO
COLLEGE OF DUPAGE

Account Number
XXXX-XXXXX6-41008

Closing Date
02/28/21

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Activity Continued

Card Number XXXX-XXXXX6-43012				Reference Code	Amount \$
02/02/21	INSTRUCTIONAL TECHNO MOUNT ROYAL REF# 74207851033 856-423-0258	NJ	02/01/21	74207851033	250.00
02/02/21	AMERICAN ASSOC OF CO WASHINGTON REF# 32170201032 COLLEGE/UNIVERSI	DC	02/01/21	32170201032	500.00
02/03/21	ACCT 2027754460 REF# 10059282858 2027754460 OTHER ROC NUMBER 10059282858	DC	02/02/21	10059282858	354.00
02/05/21	ACCT 2027754460 REF# 10059428916 2027754460 OTHER ROC NUMBER 10059428916	DC	02/04/21	10059428916	254.00
02/06/21	ACTE 7036833111 REF# 10059526709 7036833111 CHARITY ROC NUMBER 10059526709	VA	02/05/21	10059526709	250.00
02/06/21	COLLEGE ART ASSOC 9176584669 REF# 10059523152 9176584669 CHARITY ROC NUMBER 10059523152	NY	02/05/21	10059523152	349.00
02/10/21	AABHE WASHINGTON DC 851808910 101029274597 20006 ROC NUMBER 8518089104198015	IN	02/09/21	85180891041	199.00
02/10/21	THE HIGHER LEARNING CHICAGO REF# 74744551041 312-263-0456	IL	02/09/21	74744551041	349.00
02/12/21	COLLEGE ART ASSOC 9176584669 REF# 10059964649 9176584669 CHARITY ROC NUMBER 10059964649	NY	02/11/21	10059964649	249.00
02/12/21	THE HIGHER LEARNING CHICAGO REF# 74744551043 312-263-0456	IL	02/11/21	74744551043	698.00
02/12/21	THE HIGHER LEARNING CHICAGO REF# 74744551043 312-263-0456	IL	02/11/21	74744551043	349.00
02/12/21	EB *2021 ERAMPL ANNU SAN FRANCISCO REF# MHJKM0F2 8014137200	CA	02/12/21		996.00
02/13/21	THE HIGHER LEARNING CHICAGO REF# 74744551044 312-263-0456	IL	02/12/21	74744551044	349.00
02/16/21	PAYPAL *ILLINOISASS 4029357733 REF# 10060242289 4029357733 CHARITY ROC NUMBER 10060242289	IL	02/15/21	10060242289	370.00
02/18/21	LEAGUE FOR INNOVATIO CHANDLER REF# 48780007 480-705-8200 CHARITABLE & SOCIAL ROC NUMBER 48780007	AZ	02/17/21	48780007000	500.00
02/23/21	LEAGUE FOR INNOVATIO CHANDLER REF# 48720017 480-705-8200 CHARITABLE & SOCIAL ROC NUMBER 48720017	AZ	02/22/21	48720017000	500.00
02/24/21	ACCT 2027754460 REF# 10060827393 2027754460 OTHER ROC NUMBER 10060827393	DC	02/23/21	10060827393	-100.00 Credit
02/25/21	ELLUCIAN 0430 MALVERN REF# IVE 2020 2 610-578-5019 TUITION/FEES ROC NUMBER IVE 2020 2	PA	02/25/21		175.00
02/25/21	ELLUCIAN 0430 MALVERN REF# IVE 2020 2 610-578-5019 TUITION/FEES ROC NUMBER IVE 2020 2	PA	02/25/21		175.00

Continued on reverse

Activity Continued				Reference Code	Amount \$
02/26/21	SOUTHWEST AIRLINES TKT# 52676170385672 PASSENGER TICKET CERVENKA/ROBERT SOUTHWEST AIRLINES FROM MIDWAY ARPT IL TO KANSAS CITY MO-INT TO MIDWAY ARPT IL TO UNAVAILABLE TO UNAVAILABLE	ATLANTA AIRLINE/AIR C 02/25/21 SOUTHWEST AIRLINES ATLANTA CARRIER CLASS WN C WN C YY 00 YY 00	GA	03020900000	305.96
02/26/21	SOUTHWEST AIRLINES TKT# 52676170385683 PASSENGER TICKET HILL/BRENDAN SOUTHWEST AIRLINES FROM MIDWAY ARPT IL TO KANSAS CITY MO-INT TO MIDWAY ARPT IL TO UNAVAILABLE TO UNAVAILABLE	ATLANTA AIRLINE/AIR C 02/25/21 SOUTHWEST AIRLINES ATLANTA CARRIER CLASS WN C WN C YY 00 YY 00	GA	03020900000	305.96
02/26/21	SOUTHWEST AIRLINES TKT# 52676170385694 PASSENGER TICKET KALATA/OLIVIA SOUTHWEST AIRLINES FROM MIDWAY ARPT IL TO KANSAS CITY MO-INT TO MIDWAY ARPT IL TO UNAVAILABLE TO UNAVAILABLE	ATLANTA AIRLINE/AIR C 02/25/21 SOUTHWEST AIRLINES ATLANTA CARRIER CLASS WN C WN C YY 00 YY 00	GA	03020900000	305.96
02/26/21	SOUTHWEST AIRLINES TKT# 52676170385705 PASSENGER TICKET KAISER/RYAN SOUTHWEST AIRLINES FROM MIDWAY ARPT IL TO KANSAS CITY MO-INT TO MIDWAY ARPT IL TO UNAVAILABLE TO UNAVAILABLE	ATLANTA AIRLINE/AIR C 02/25/21 SOUTHWEST AIRLINES ATLANTA CARRIER CLASS WN C WN C YY 00 YY 00	GA	03020900000	305.96
02/26/21	PAYPAL *IMHCA IMHCA REF# 10060994936 OTHER ROC NUMBER 100609949363	8157870515 8157870515 02/25/21	IL	10060994936	60.00
02/26/21	LEAGUE FOR INNOVATIO REF# 48750017 CHARITABLE & SOCIAL ROC NUMBER 48750017	CHANDLER 480-705-8200 02/25/21	AZ	48750017000	500.00
02/26/21	COLLEGEBOARD WORKSHO REF# AE3T3D5A4A7	877-349-1550 02/25/21	NY		150.00
02/26/21	AAHHE 62812700739438 REF# 74207851057	FORT LAUDERDA 800-674-5660 02/25/21	FL	74207851057	450.00

Continued on next page



Prepared For
BRIAN W. CAPUTO
COLLEGE OF DUPAGE

Account Number
XXXX-XXXXX6-41008

Closing Date
02/28/21

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Activity Continued					Reference Code	Amount \$
02/26/21	ELLUCIAN 0430	MALVERN	PA			175.00
	REF# IVE 2020 2	610-578-5019	02/26/21			
	TUITION/FEES					
	ROC NUMBER IVE 2020 2					
02/27/21	HISPANIC ASSOCIATION	SAN ANTONIO	TX		69293321920	260.00
	692933219	AM3A3BCC0076	78229	02/26/21		
	CONTRIBUTIONS/DONATIONS					
	ROC NUMBER 6929332192					
02/27/21	LEAGUE FOR INNOVATIO	CHANDLER	AZ		48760005000	500.00
	REF# 48760005	480-705-8200	02/26/21			
	CHARITABLE & SOCIAL					
	ROC NUMBER 48760005					
02/27/21	LEAGUE FOR INNOVATIO	CHANDLER	AZ		48760006000	500.00
	REF# 48760006	480-705-8200	02/26/21			
	CHARITABLE & SOCIAL					
	ROC NUMBER 48760006					
02/27/21	LEAGUE FOR INNOVATIO	CHANDLER	AZ		48760008000	500.00
	REF# 48760008	480-705-8200	02/26/21			
	CHARITABLE & SOCIAL					
	ROC NUMBER 48760008					
02/27/21	LEAGUE FOR INNOVATIO	CHANDLER	AZ		48760011000	500.00
	REF# 48760011	480-705-8200	02/26/21			
	CHARITABLE & SOCIAL					
	ROC NUMBER 48760011					
02/27/21	LEAGUE FOR INNOVATIO	CHANDLER	AZ		48760029000	500.00
	REF# 48760029	480-705-8200	02/26/21			
	CHARITABLE & SOCIAL					
	ROC NUMBER 48760029					
02/27/21	THE HIGHER LEARNING	CHICAGO	IL		74744551058	399.00
	REF# 74744551058	312-263-0456	02/26/21			
Total for SCOTT BRADY					New Charges/Other Debits	12,583.84
					Payments/Other Credits	-100.00