

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082315

Vendor Name: AT&T Mobility

Invoice Number: 3/5/19 RETURN

Invoice Date: 03/10/21

PO Number:

Check Number: 0277551

Check Amount: \$ 2,459.75

Check Date: 03/16/2021

Department ID: 00000

Reviewer Name:

Voucher Number: V0665001

Redaction Type: None

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

Document Below

From: Marek, Robert <marekr@cod.edu>
Sent: Wed Mar 10 16:23:30 CST 2021
To: invoicing@cod.edu
CC:
Subject: FW: Check Request for Ellen's Approval

Good afternoon,

Please see the attached check request for AT&T Mobility. Please note the special instructions on the check request.

Thanks!

Bobby Marek
Senior Accountant | Financial Affairs
College of DuPage
425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599
phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Wednesday, March 10, 2021 3:44 PM
To: Marek, Robert <marekr@cod.edu>
Subject: FW: Check Request for Ellen's Approval

Hi Bobby,

Ellen has signed.

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: Wednesday, March 10, 2021 3:10 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: Check Request for Ellen's Approval

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: Wednesday, March 10, 2021 10:44 AM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Check Request for Ellen's Approval

Hi Ellen,

For your approval. Please see email below.

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: Marek, Robert <marekr@cod.edu>
Sent: Wednesday, March 10, 2021 10:38 AM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: Check Request for Ellen's Approval

Hi Vera,

When you get a chance, can you please have Ellen sign off on the attached check request? A couple years back, AT&T made a duplicate payment to us for the space that they rent on the WDCB tower for their cell antenna. We had a hard time confirming which vendor to use to send the funds back, and Judy recently asked me to get involved to try to resolve the issue. I got a W-9 from AT&T and confirmed with Joyce which vendor to use, which already existed in our system.

This is not a payment to AT&T, just simply the return of funds that were paid to us a long time ago in error. Because it is over \$1,000 though, it does require VP approval. If you don't mind having Ellen approve the check request and send that back to me, I will forward it on to Accounts Payable. Dave signed off on the check request this morning.

Hope you're doing well, Vera. Miss seeing you 😊.

Thanks!

Bobby Marek

Senior Accountant | Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599

phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

[attachment: BM ATT Mobility Tower Rental Return - Check Request.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: 3/10/2021
Vendor ID: 1082315

Invoice Number	Fund	Func.	Dept.	Object	Object Descr.	Amount
3/5/19 RETURN	01	00	00000	2300010	Accrued Accounts Payable	\$ 2,459.75

Grand Total \$ 2,459.75

--- \$1,000 and Greater Approval/Authorization 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: AT&T Mobility
Attn: Karen Deans
1025 Lenox Park Blvd NE
Payee Address: Atlanta, GA 30319

Other Instructions: Please send letter on next page with check to the address at left.

Description on Check:

To return the electronic payment of \$2,459.75 made by AT&T on 3/5/19, as it was paid to the College in error. The College had already received its correct tower space rental payment of \$2,701.22 on 3/1/19.

Approvals:

Prepared By: Bobby Marek **BM**
Signature: **REVIEWED**
By Bobby Marek at 9:53 am, Mar 10, 2021
Payment Due:
Board Approved Date:

Approved By: David Virgilio Date: 3/10/21
Signature: *David Virgilio*
Approved By: Date:
Signature: *Edson M. Roberts*
Approved By Division VP: Date: 3.10.2021
Signature: *Edson M. Roberts*

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



Financial Affairs

425 Fawell Blvd, SRC 2130
Glen Ellyn, IL 60137
marekr@cod.edu
(630) 942-2655

March 10, 2021

Ms. Karen Deans
1025 Lenox Park Blvd NE
Atlanta, GA 30319

Dear Ms. Deans,

Enclosed please find a check in the amount of \$2,459.75.

On March 1, 2019, College of DuPage received a payment in the amount of \$2,701.22 from AT&T related our current tower space rental agreement (Site ID: IL1108, FA Number: 10153897). On March 5, 2019, the College received a second payment in the amount of \$2,459.75.

After coordinating with Almesha Warren from Tower Operations, it was determined that the second payment was made to the College in error, and Ms. Warren advised us to return the payment to your attention.

Please feel free to reach out to me with any questions.

Thank you,

Robert Marek

Robert Marek
Senior Accountant

College of DuPage
Payables Reconciliation1206685 NaV0576904 1099.94
AT&T J021652 2,459.75Account Title: General : Other Accounts Payable
Account Number: 01-00-00000-2300010
Month End: December-20

Amount per General Ledger (820,413.75)

Detail

	ICCRMC, Wesco	J024395	(2,616.00)	<u>Entry</u>	<u>Year</u>
Manual Accruals Total			<u>2,550.00</u>	(2,550.00) Various	FY2020
Grand Total			<u>2,550.00</u>		

			<u>Entry</u>	<u>Year</u>	
AT&T	AT&T incorrectly sent us money, we cannot return until they provide	(2,459.75)	(2,459.75) J021652	FY2019	JV note 02/17/2020 look into one more time - otherwise we need to ask DV what are next steps - pick vendor of AT&T to refund?

Type / Vendor	Description	Amount	Entry	Year
Finance Accruals	SURS payback estimate	(50,000.00)	J004570	FY2012
Finance Accruals	SURS payback estimate	(50,000.00)	J004572	FY2012
Finance Accruals	SURS payback estimate	(50,000.00)	J004969	FY2012
Finance Accruals	SURS payback estimate	(200,000.00)	J005173	FY2012
Finance Accruals	SURS payback adjustment	300,000.00	(50,000.00) J012976	FY2015

Type / Vendor	Description	Amount	Entry	Year
Finance Accruals	OPEB Annual Contributions YearEnd Adjustment	(284,699.00)	J010180	FY2014
Finance Accruals	OPEB Annual Contributions YearEnd Adjustment	(188,713.00)	J012976	FY2015
Finance Accruals	OPEB Annual Contributions YearEnd Adjustment	(324,934.32)	J015216	FY2016
Finance Accruals	OPEB Annual Contributions YearEnd Adjustment	32,942.32	(765,404.00) J017409	FY2017

(820,413.75)

Difference -

03/01	Orig CO Name:AT&T	Orig ID:9742782655 Desc Date:190301 CO	2,701.22
	Entry Descr:Payments Sec:CTX	Trace#:021000028225732 Eed:190301	
	Ind ID:O022736484953Ss	Ind Name:0007College of Dupag Trn:	
	0608225732Tc		

03/05	Orig CO Name:AT&T	Orig ID:9742782655 Desc Date:190305 CO	2,459.75
	Entry Descr:Payments Sec:CTX	Trace#:021000023654123 Eed:190305	
	Ind ID:O030136505735Ss	Ind Name:0007College of Dupag Trn:	
	0643654123Tc		

Hickey, Kevin

From: Hall, Shameica
Sent: Monday, June 17, 2019 12:08 PM
To: Hickey, Kevin
Subject: FW: FA#10153897 TAIM # 267803

Kevin,

Looks like we need to get a refund out to AT&T.

Shameica Hall
Accountant II - Financial Affairs

From: WARREN, ALMESHA V <aw0625@att.com>
Sent: Monday, June 17, 2019 9:54 AM
To: Hall, Shameica <halls115@cod.edu>
Subject: RE: FA#10153897 TAIM # 267803

Hello Shameica,

The address for the refund is 1025 Lenox Park Blvd NE Atlanta, GA 30319. Atten: Karen Deans.

Thanks,

Almesha Warren
SR Specialist_Network Lease
Global Supply Chain
1025 Lenox Park Blvd NE
Atlanta, GA 30319
PH# 470-415-2190
Fax#866-808-9416

From: Hall, Shameica [<mailto:halls115@cod.edu>]
Sent: Monday, June 17, 2019 10:26 AM
To: WARREN, ALMESHA V <aw0625@att.com>
Cc: Hickey, Kevin <hickeyk158@cod.edu>; Pallasch, Irene <pallasch@cod.edu>
Subject: RE: FA#10153897 TAIM # 267803

Hi Almesha,

We have not received another double payment. We have received additional single payments on the following dates: 4/2/19, 5/1/19, and 6/3/19.

If you want the extra March payment to be refunded, please send me the return address and any other information that needs to be included.

Thanks,

Shameica Hall

Accountant II - Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA
Phone 630.942.2678 | Fax 630.942.2297 | halls115@cod.edu

From: WARREN, ALMESHA V <aw0625@att.com>

Sent: Monday, June 17, 2019 8:52 AM

To: Hall, Shameica <halls115@cod.edu>

Subject: RE: FA#10153897 TAIM # 267803

Hello Shameica,

I hope this email finds you well. I haven't received any additional information from our accounts payable department concerning the check. We cannot deduct the \$2,459.75 because it's not a lease payment. Have you received two payment since March?

Thank you,

Almesha Warren
SR Specialist_Network Lease
Global Supply Chain
1025 Lenox Park Blvd NE
Atlanta, GA 30319
PH# 470-415-2190
Fax#866-808-9416

From: WARREN, ALMESHA V

Sent: Friday, May 24, 2019 9:53 AM

To: Hall, Shameica <halls115@cod.edu>

Subject: RE: FA#10153897 TAIM # 267803

Hello Shameica,

I hope this email finds you well. After researching the payments, it looks like the 2nd payment for \$2,459.75 was made in error. If you agree we can deduct the amount from the July payment to offset the credit balance.

Thank you,

Almesha Warren
SR Specialist_Network Lease
Global Supply Chain
1025 Lenox Park Blvd NE
Atlanta, GA 30319
PH# 470-415-2190
Fax#866-808-9416

From: Hall, Shameica [<mailto:halls115@cod.edu>]
Sent: Tuesday, May 14, 2019 11:05 AM
To: WARREN, ALMESH V <aw0625@att.com>
Subject: RE: FA#10153897 TAIM # 267803

Good morning Almesha,

Please find the payment confirmation attached. Please let me know if you have any questions or concerns.

Thanks,

Shameica Hall
Accountant II - Financial Affairs

From: WARREN, ALMESH V <aw0625@att.com>
Sent: Monday, May 13, 2019 6:28 PM
To: Hall, Shameica <halls115@cod.edu>
Subject: FA#10153897 TAIM # 267803

Hello Shameica Hall,

I hope this email finds you well. I received your request concerning an additional payment in March for \$2,459.75. I was unable to locate the document you sent with your request, please resubmit the confirmation number of the EFT to my email.

Thank you,

Almesha Warren
SR Specialist_Network Lease
Global Supply Chain
1025 Lenox Park Blvd NE
Atlanta, GA 30319
PH# 470-415-2190
Fax#866-808-9416

Marek, Robert

From: WARREN, ALMESHA V <aw0625@att.com>
Sent: Friday, March 5, 2021 8:53 AM
To: Marek, Robert
Subject: [External] RE: Request for W-9 for Refund to AT&T
Attachments: AT&T Mobility LLC 1025 Lenox Park Blvd w9.pdf

Follow Up Flag: Follow up
Flag Status: Completed

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 morning Bobby,

I hope this email finds you well. I have attached the AT&T W9.

Thank you,

Almesha Warren
SR Specialist_Network Lease
Tower Operations
1025 Lenox Park Blvd NE
Atlanta, GA 30319
PH# 470-415-2190
Fax#866-808-9416

From: Marek, Robert <marekr@cod.edu>
Sent: Wednesday, March 3, 2021 10:19 AM
To: WARREN, ALMESHA V <aw0625@att.com>
Cc: Vosicky, Judith <vosicky@cod.edu>
Subject: FW: Request for W-9 for Refund to AT&T

Hi Almesha,

I'm just following up on my previous email below. Can you please let me know if you are able to send us a W-9 so we can return the overpayment of \$2,459.75 to AT&T? Alternatively, are you able to provide me with AT&T's EIN number to see if we already have AT&T set up as a vendor in our system?

Thank you,

Bobby Marek
Senior Accountant | Financial Affairs
College of DuPage
425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599
phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

From: Marek, Robert
Sent: Wednesday, January 20, 2021 1:24 PM
To: 'aw0625@att.com' <aw0625@att.com>
Subject: Request for W-9 for Refund to AT&T

Hi Almesha,

I'm reaching out to you in regards to the attached (very dated) email in which you coordinated with one of our accountants the return of an overpayment made to our college. It looks like the refund back to AT&T was never processed on our end, and I want to see if you could forward me a copy of the AT&T W-9 form from your Accounts Payable department. Once I receive the W-9, we will be able to process the refund amount of \$2,459.75.

In the email, you mention to send the check to:

Attn: Karen Deans
1025 Lenox Park Blvd NE
Atlanta, GA 30319

Can you please confirm that this is still the correct address?

I apologize that we never followed up on this matter, and we will return the funds as soon as possible after receiving a copy of the W-9. Let me know if you have any questions.

Thank you,

Bobby Marek
Senior Accountant | Financial Affairs
College of DuPage
425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599
phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu