

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086105

Vendor Name: ICCSAA

Invoice Number: 2020-2021 MEMB

Invoice Date: 02/26/21

PO Number:

Check Number: E0083549

Check Amount: \$ 100.00

Check Date: 03/03/2021

Department ID: 00788

Reviewer Name:

Voucher Number: V0663867

Redaction Type: None

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

Document Below

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Mon Mar 01 10:45:13 CST 2021
To: invoicing@cod.edu
CC:
Subject: FW: Payment of Membership - ICCSSA

From: Groves, Barbara <grovesb16@cod.edu>
Sent: Monday, March 1, 2021 10:43 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: Payment of Membership - ICCSSA

Good morning, Bethany,

Please process the attached check request for payment to ICCSSA for the annual membership dues. Let me know if you need anything else from me or have any questions.

Thank you,

Barb Groves
Assistant to the Provost
Office of the Provost
College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
630-942-2005 (ph) | 630-942-3925 (fax)

[attachment: ICCSSA CHECK REQUEST.pdf]
[attachment: ICCSAA Membership Form 20-21.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: 2/26/2021
Vendor ID: 1086105

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	01	80	00787	5406002	Dues	\$ 100.00

Grand Total \$ 100.00

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.

03/01/21 - BETHANY CRUSE

☐ 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: Genny Stevens - Carl Sandburg
Payee Address: 2400 Tom L. Wilson Blvd.
Galesburg, IL 610401

Other Instructions:

Description on Check:

2020-2021 Membership Dues - Illinois Community College Student Activities Association (ICCSAA)

Approvals:

Prepared By: Barbara Groves
Signature: Barbara Groves
Payment Due:
Board Approved Date:

Approved By: Date:
Signature:
Approved By: Date:
Signature:
Approved By Division VP: Mark Curtis-Chavez Date:
Signature: Chavez

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.

Illinois Community College Student Activities Association



2020-2021 MEMBERSHIP FORM

Institution: College of DuPage

Address: 425 Fawell Blvd

City: Glen Ellyn **Zip:** 60137

Main Staff Contact: Mark Curtis-Chavez **Title:** Provost

Phone: 630-942-3535 **Email:** curtis-chavezm@cod.edu

List additional staff to be included on the listserv and member directory.

Additional Staff Contact: Diana Del Rosario **Title:** Assist. Provost, Student Affairs

Phone: 630-942-3688 **Email:** deslosariod@cod.edu

Additional Staff Contact: Lisa Stock **Title:** Interim Assist. Provost, Instruction

Phone: 630-942-2652 **Email:** stockl@cod.edu

Additional Staff Contact: Chuck Steele **Title:** Manager, Student Life

Phone: 630-942-2642 **Email:** steelec@cod.edu

Additional Staff Contact: Shannon Hernandez **Title:** Coordinator, Student Life

Phone: 630-942-3054 **Email:** hernan@cod.edu

Additional Staff Contact: Barbara Groves **Title:** Provost's Executive Assistant

Phone: 630-942-2005 **Email:** grovesb16@cod.edu

Additional Staff Contact: Kristina Henderson **Title:** Coordinator Student Engagement

Phone: 630-942-2510 **Email:** hendersn@cod.edu

Additional Staff Contact: _____ **Title:** _____

Phone: _____ **Email:** _____

Please return this completed form by October 1, 2020.

Payment can be sent separately and is due by October 15, 2020.

Membership forms can be returned via email to gstevens@sandburg.edu

The yearly cost to be an ICCSAA Member is \$100.

You can pay online at www.paypal.me/ICCSAA or a check payable to ICCSAA and send to:

Genny Stevens, Coordinator of Student Life

Carl Sandburg College

2400 Tom L. Wilson Blvd.

Galesburg, IL 61401



2020-2021 ICCSAA Executive Board

President: Stephanie Quirk

College of DuPage

P: (630) 942-2647 E: quirks@cod.edu

Vice-President: Eric Foster

John Wood Community College

P: (217) 641-4944 E: efoster@jwcc.edu

Secretary: Megan Scanlan

McHenry County College

P: (815) 455-8772 E: mscanlan@mchenry.edu

Treasurer: Genny Stevens

Carl Sandburg College

P: (309) 341-5332 E: gstevens@sandburg.edu

Online Communications Mgr: Princess Escudero

Oakton Community College

P: (847) 635-1443 E: princess@oakton.edu

Organizational Effectiveness: Amy Sims

Joliet Junior College

P: (815) 280-2202 E: asims@jjc.edu

2020-2021 Regional Coordinators

Far North: Simi Khurani | Oakton Community College | (847) 635-1699 | skhurana@oakton.edu

Mid-North: Amy Sims | Joliet Junior College | (815) 280-2202 | asims@jjc.edu

Central: Sue Webster | Richland Community College | (217) 875-7211 Ext. 6243 | swebster@richland.edu

Southern: Jared Hennings | Lewis & Clark Community College | (618) 468-6400 | jhenning@lc.edu