

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1570649

Vendor Name: Lisa Bort

Invoice Number: CCMA2103

Invoice Date: 06/01/21

PO Number:

Check Number: 0281576

Check Amount: \$ 500.00

Check Date: 06/08/2021

Department ID: 12301

Reviewer Name:

Voucher Number: V0683685

Redaction Type: FERPA

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

Document Below

From: McGowan, Ellen <mcgowan@cod.edu>
Sent: Tue Jun 01 21:01:46 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Check Request Bort, Lisa CCMA 1st 3D 500.00

Please process the attached check request for the CCMA winner.
Thank you.

Ellen McGowan
Business Manager
McAninch Arts Center
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
Phone 630.942.3009
Fax 630.942.3002

[attachment: Bort, Lisa CCMA 1st 3D 500.00 06-01-21 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: 6/1/2021
Vendor ID:

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
CCMA2103	01	30	12301	5909040	Misc Awards (1099)	\$ 500.00

Grand Total

\$ 500.00

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.

☐ **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:

3D 1st place CCMA Annual Student Art Exhibiton 04/30/21 40 Misc Awards

Approvals:

Prepared By:

Ellen McGowan

Approved By:

Ellen McGowan

Date:

Signature:

APPROVED
By Ellen McGowan at 8:56 pm, Jun 01, 2021

Signature:

APPROVED
By Ellen McGowan at 8:56 pm, Jun 01, 2021

Payment Due:

6/10/2021

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.

The Cleve Carney Museum of Art is proud to present the Annual Student Art Exhibition. Showcasing the work of The College of DuPage art students, this exhibition highlights the range of media and approaches being taught in the fine arts programs

THIS YEAR'S AWARD WINNERS



Per Mandy's CCMA email dated May 4, 2021

First	Last	Email	Award	Amount	COD Empl?
			best in show	\$ 1,000	no
			1st 2D	\$ 500	no
			2nd 2D	\$ 250	no
			3rd 2D	\$ 100	no
			1st 3D/4D	\$ 500	no
			2nd 3D/4D	\$ 250	
			3rd 3D/4D	\$ 100	no

