

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1558579

Vendor Name: Butterfield Country Club Schol

Invoice Number: 051421

Invoice Date: 05/14/21

PO Number:

Check Number: 0281584

Check Amount: \$ 1,250.00

Check Date: 06/08/2021

Department ID: 98090

Reviewer Name:

Voucher Number: V0684104

Redaction Type: Other

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

Document Below

From: Marek, Robert <marekr@cod.edu>
Sent: Wed Jun 02 15:39:38 CDT 2021
To: invoicing@cod.edu
CC: vosicky@cod.edu,christopherd@cod.edu
Subject: Scholarship Check Request (2 of 4)

Good afternoon,

Please see the attached check request for **Butterfield Country Club Scholarship Program** in the amount of \$1,250. Please also note the special instructions.

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: Butterfield bailey 5.14.2021_DC_Redacted.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: 5/14/2021
Vendor ID: 1558579

Invoice Number	Fund	Func.	Dept.	Object	Object Descr.	Amount
051421	10	99	98090	2900024	Agency Scholarships	\$ 1,250.00

Grand Total \$ 1,250.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

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 warranted to the vendor.
- ☐ 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.

06/03/21 - MARIA ZERRUDO

Payee Name: Butterfield Country Club Scholarship Program
Payee Address: 2800 Midwest Rd, Oak Brook, IL 60523

Other Instructions: **PLEASE SEND LETTER ON NEXT PAGE WITH CHECK**

Description on Check:

Returning unused scholarship funds for Jack Bailie; student did not return.

Approvals:

Prepared By: Diana Christopher
Signature: Diana Christopher
Payment Due:
Board Approved Date:

Approved By: Dr. Diana Del Rosario Date:

Signature: Diana Del Rosario
Digitally signed by Diana Del Rosario
Date: 2021.05.20 19:57:05 -05'00'

Approved By: Mark Curtis-Chavez Date:

Signature: Mark Curtis-Chavez
Digitally signed by Mark Curtis-Chavez
Date: 2021.06.02 12:22:01 -05'00'

Approved By Division VP: Dr. Mark Curtis-Chavez Date:

Signature:

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

Kathy Shine
Butterfield Scholarship Program
Butterfield Country Club
2800 Midwest Rd
Oak Brook, IL 60523

Dear Ms. Shine,

Please see the enclosed check in the amount of \$1,250.00 to return unused scholarship funds to the Butterfield Country Club Scholarship Program for the following recipient:

<u>Name</u>	<u>SSN</u>	<u>Amount</u>
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For any questions on the above, please contact Diana Christopher, Financial Aid Representative, at christopherd@cod.edu or (630) 942-2844.

Respectfully,
College of DuPage







BUTTERFIELD
SCHOLARSHIP PROGRAM

Received Via Fax/Mail

SEP 03 2020

College of DuPage
Office of Student Financial Assistance

BSP COMMITTEE

Bill Capraro
CHAIRMAN
Bill Cahill
Erin Folan
John Healy
Ryan McNaughton
Dan Romano
Mary Beth Ryan
John Showel
Jackie Stent

August 24, 2020

College of DuPage
SSC2220 Financial Aid Office
425 Fawell Blvd
Glen Ellyn, IL 60137


To Whom it May Concern,

PAST CHAIR
Patrick Fitzgerald

The scholarship is to be used for:
Academic Year 2020/2021
Toward tuition, fees, books, or room & board

Donor Contact Information:
Kathy Shine
Butterfield Country Club Scholarship Program
2800 Midwest Rd
Oak Brook, IL 60523
Email: kathy.shine@fitzmc.com
Phone: 773-565-1517

Enclosed is BSP check number 1191 in the amount of \$1,689 in payment of Jack's Fall 2020 tuition charges and a copy of the current billing statement. The balance of his award in the amount of \$1,511 is available toward Jack's Spring 2021 tuition charges and will be paid upon receipt of his Spring 2021 invoice.

Sincerely,

Kathy Shine

On behalf of Butterfield Scholarship Program Committee

Butterfield Scholarship Program (BSP) is a 501(c)(3) organization. Our taxpayer identification number is 81-4831776.

2800 Midwest Road, Oak Brook, IL 60523

Jack Bailie

Kathy Shine

From: [REDACTED]
Sent: [REDACTED]
To: [REDACTED]
Cc: ptetley@capcapital.com
Subject: Re: Butterfield Scholarship Question
Attachments: JB First Semester COD Bill.png

Good afternoon.

Attached is the bill for this semester with the below note from COD for payment.

You can have the organization mail the check in to

College of DuPage
SSC2220 Financial Aid Office
425 Fawell Blvd
Glen Ellyn, IL 60137

*need Jack's
email +
phone*

Please make sure that they include your student ID on the check. Please allow 2 weeks to post.

Received Via Fax/Mail

Thank you

SEP 03 2020

College of DuPage

College of DuPage
Office of Student Financial Assistance

Jack Bailie

COD ID#0556710

If you have any questions, please let me know.

*Award \$3200 -
Fall 1689 -
Bal 1511 -*

Financial Aid Remaining amounts are dependent on conditions of your enrollment and eligible charges, and are subject to change.

Term	Current Students	My Schedule	Contact Us

Received Via Fax/Mail

SEP 03 2020

College of DuPage
Office of Student Financial Assistance



BUTTERFIELD
SCHOLARSHIP PROGRAM

BSP COMMITTEE

Bill Capraro
CHAIRMAN
Bill Cahill
Erin Folan
John Healy
Ryan McNaughton
Dan Romano
Mary Beth Ryan
John Showel
Jackie Stent

PAST CHAIR
Patrick Fitzgerald

January 14, 2021

College of DuPage
SSC2220 Financial Aid Office
425 Fawell Blvd
Glen Ellyn, IL 60137

To Whom it May Concern,

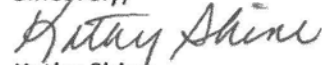


Donor Contact Information:

Kathy Shine
Butterfield Country Club Scholarship Program
2800 Midwest Rd
Oak Brook, IL 60523
Email: kathy.shine@fitzmc.com
Phone: 773-565-1517

Enclosed is BSP check number 1215 in the amount of \$414.00 in payment of Jack's Spring 2021 tuition charges and a copy of the current billing statement. If the student has already paid his tuition and this grant payment generates a credit on his account, the BSP Committee authorizes COD to refund the student for the credit.

Sincerely,


Kathy Shine

On behalf of Butterfield Scholarship Program Committee

Butterfield Scholarship Program (BSP) is a 501(c)(3) organization. Our taxpayer identification number is 81-4831776.

2800 Midwest Road, Oak Brook, IL 60523



