

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1632191

Vendor Name: Chris Darland

Invoice Number: 5/18/2021

Invoice Date: 05/18/21

PO Number:

Check Number: 0281610

Check Amount: \$ 23.71

Check Date: 06/08/2021

Department ID: 17800

Reviewer Name:

Voucher Number: V0684366

Redaction Type: None

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

Document Below

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From: Accounts Payable <acctpay@cod.edu>  
Sent: Fri Jun 04 09:46:29 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: LOI's signed  
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**From:** Cousins, Matt <cousins@cod.edu>  
**Sent:** Friday, June 4, 2021 9:32 AM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Subject:** FW: LOI's signed  
**Importance:** High

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**From:** Kaiser, Ryan <kaiserr2964@cod.edu>  
**Sent:** Friday, June 4, 2021 9:31 AM  
**To:** Cousins, Matt <cousins@cod.edu>  
**Subject:** FW: LOI's signed  
**Importance:** High

## Ryan Kaiser

Director, Athletics and Recreational Programs  
College of Dupage  
(630)-942-2895 *Phone*  
(630)-942-3601 *Fax*



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**From:** Doguim, Melissa <doguimm@cod.edu>  
**Sent:** Friday, June 4, 2021 8:30 AM  
**To:** Kaiser, Ryan <kaiserr2964@cod.edu>  
**Subject:** LOI's signed  
**Importance:** High

Hello, Ryan,  
As I recall, you were having difficulty accessing the signature folder on the U drives since DUO factor began, so I'm emailing these LOI's Diana signed for you (attached).  
Have a great day!

Thank you,

Melissa Doguim

Administrative Assistant V to Dr. Diana Del Rosario,

Assistant Provost, Student Affairs

630-942-3687

PLEASE NOTE: college staff are working remotely.



***For students seeking help, resources can be found at:*** <https://cod.edu/coronavirus/student-resources.aspx>

Counseling, Advising and Transfer Services offers assistance to students with virtual one-on-one appointments. Their office will assist students in areas of academic advising, career counseling, and personal counseling.

Counseling & Advising can be reached to support students experiencing challenges with their mental health by calling (630) 942-2259. Their office will be available all summer long to meet with students. Additional resources are available on our website <https://cod.edu/counseling>. You can also stay up-to-date on our events and services by following us on social media.

[Facebook](#)

[Instagram](#)

For information on how the College is responding to the Outbreak of COVID 19, please refer to our website:

<https://cod.edu/coronavirus/index.aspx>

[attachment: Chris Darland Refund\_MLD.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: 5/18/2021  
Vendor ID: 1632191

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
NA	05	60	17800	4503001	Community Memberships - PE	\$ 23.71

Grand Total \$ 23.71

**AP VERIFIED**

Check the appropriate box below and sign

☒ We, the undersigned, hereby certify that the goods/services for which payment is being 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:

Chris Darland purchased a community monthly membership which began on March 3, 2020 for \$35.00. Due to Covid-19, his membership was placed on hold on 3/13/2020. Mr. Darland has requested the unused portion of his fitness membership be refunded. According to fitness center records, he has 67.74% of his membership remaining. Total refund= \$35 x .6774 = \$23.71

Approvals:

Prepared By: Matthew Cousins

Approved By: Ryan Kaiser Date:

Signature: Matthew Cousins

Signature: Ryan Kaiser Digitally signed by Ryan Kaiser Date: 2021.06.01 16:38:14 -05'00'

Payment Due:

Approved By: Dr. Diana Del Rosario Date:

Board Approved Date:

Signature: Diana Del Rosario Digitally signed by Diana Del Rosario Date: 2021.06.03 22:31:33 -05'00'

Approved By Division VP: Date:

Signature:

**REVIEWED**

By Melissa Doguim at 10:50 am, Jun 02, 2021

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



#### Payment Details

Amount: \$35.00  
Date: March 3, 2020  
Time: 12:23 AM  
Type: Automated  
Method: CREDIT - VI

#### Confirmation

62225268619

#### BILLS PAID BY THIS PAYMENT

BILL #	DUE DATE	BILL FOR	DESCRIPTION	AMOUNT
				\$35.00