

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1592525

Vendor Name: Fiona M. De Guzman

Invoice Number: 05/25/21

Invoice Date: 05/25/21

PO Number:

Check Number: 0281612

Check Amount: \$ 250.00

Check Date: 06/08/2021

Department ID: 15240

Reviewer Name:

Voucher Number: V0682907

Redaction Type: FERPA

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

Document Below

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: 5/25/2021
Vendor ID: Please see attached

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	01	20	15240	5909040	Misc Awards (1099)	

AP VERIFIED

Grand Total

\$ -

05/28/21 - BETHANY CRUSE

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:

Please see attached list

Payee Address:

Description on Check:

The College of DuPage Library's Third Annual Student Research Symposium took place online on May 11, 2021. The day included opening remarks given by COD President Dr. Brian W. Caputo and Dr. Lisa Stock, Interim Assistant Provost of Instruction, student presentations, the Keynote Address delivered by Jackie Weaver COD Professor of Art, and concluded with the Awards Ceremony. Student submissions were judged by a panel of faculty librarians and awarded prizes.

Please see attached spreadsheet for symposium student award winners and issue checks. Thank you!

Approvals:

Prepared By:

J. Taylor

Approved By:

Jennifer McIntosh

Date: 05/25/2021

Signature:

J. Taylor

Signature:

Jennifer McIntosh

APPROVED
By Lisa Stock at 4:37 pm, May 26, 2021

Payment Due:

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP: Signed on behalf of Mark Curtis-Chavez

Date:

Signature: Diana Del Rosario
Digitally signed by Diana Del Rosario
Date: 2021.05.27 11:09:00 -05'00'

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

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Thu May 27 13:09:03 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Check Request

From: Accounts Payable <acctpay@cod.edu>
Sent: Thursday, May 27, 2021 1:03 PM
To: Barrios, Isabel <barriosi142@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>; Cruse, Bethany <cruseb199@cod.edu>
Cc: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: FW: Check Request

AP Leads,
Please process for your alphabet.

Thanks
Accounts Payable

From: Taylor, Julie <taylorj410@cod.edu>
Sent: Thursday, May 27, 2021 12:25 PM
To: Accounts Payable <acctpay@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>
Subject: RE: Check Request

Hi Accounting,

I spoke with Eugene (our email thread is below) and was told to complete one check request and attach the spreadsheet. Please contact him if there are additional questions.

Thank you,
Julie

Hi Julie,

I would just add a bit more description like the date of the symposium and its purpose. Otherwise, I think it looks great.

Thanks,

Eugene Refakes
Manager, Financial Operations and Systems
Financial Affairs
College of DuPage
Phone | (630)942-3263 | E-Mail | refakese@cod.edu

Disclosure Statement:

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From: Taylor, Julie <taylorj410@cod.edu>
Sent: Tuesday, May 25, 2021 9:37 AM
To: Refakes, Eugene <refakese@cod.edu>
Cc: Burt-Nicholas, Laura <burt-nicholasl@cod.edu>; Orenic, Kenneth <orenick@cod.edu>
Subject: RE: Symposium, student awards
Importance: High

Hi Eugene,

Thanks for the response. I just want to make sure that I understand you correctly.
I have updated the check request form (though not gotten signatures yet)— generically to cover all students. Please review attached check request form, is this what is expected? I just don't want to do this wrong and have it kicked back.

Also one student had a change in address, so Laura has updated the list.

Thanks,
Julie

From: Refakes, Eugene <refakese@cod.edu>
Sent: Monday, May 24, 2021 9:24 PM
To: Taylor, Julie <taylorj410@cod.edu>
Cc: Orenic, Kenneth <orenick@cod.edu>; Burt-Nicholas, Laura <burt-nicholasl@cod.edu>
Subject: RE: Symposium, student awards

Hi Julie,
Please complete the attached Check Request and attach this list. You will need to have it approved by Mark. Remember that if any of these addresses are wrong, the checks will be returned.

Thanks,

Eugene Refakes
Manager, Financial Operations and Systems
Financial Affairs
College of DuPage
Phone | (630)942-3263 | E-Mail | refakese@cod.edu

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From: Accounts Payable <acctpay@cod.edu>
Sent: Thursday, May 27, 2021 12:17 PM
To: Taylor, Julie <taylorj410@cod.edu>; Accounts Payable <acctpay@cod.edu>
Subject: RE: Check Request

Julie,
You must submit individual check requests for each student. Please resubmit your check requests to:
invoicing@cod.edu- one check request per email.

Thanks
Accounts Payable

From: Taylor, Julie <taylorj410@cod.edu>
Sent: Thursday, May 27, 2021 12:02 PM
To: Accounts Payable <acctpay@cod.edu>
Subject: Check Request

Hi Accounting,

Attached is a check request along with a spreadsheet of students who earned awards in their recent participation in the Symposium hosted by the Library. Please issue checks to the students. Also, please confirm that you received this email.

Thanks so much,
Julie

[attachment: CHECK REQUEST FORM Symposium 5.11.21.pdf]
[attachment: Final 2021 Student Award Numbers and Checks.xlsx]

College of DuPage - Accounts Payable

Check Request Form

Notes:

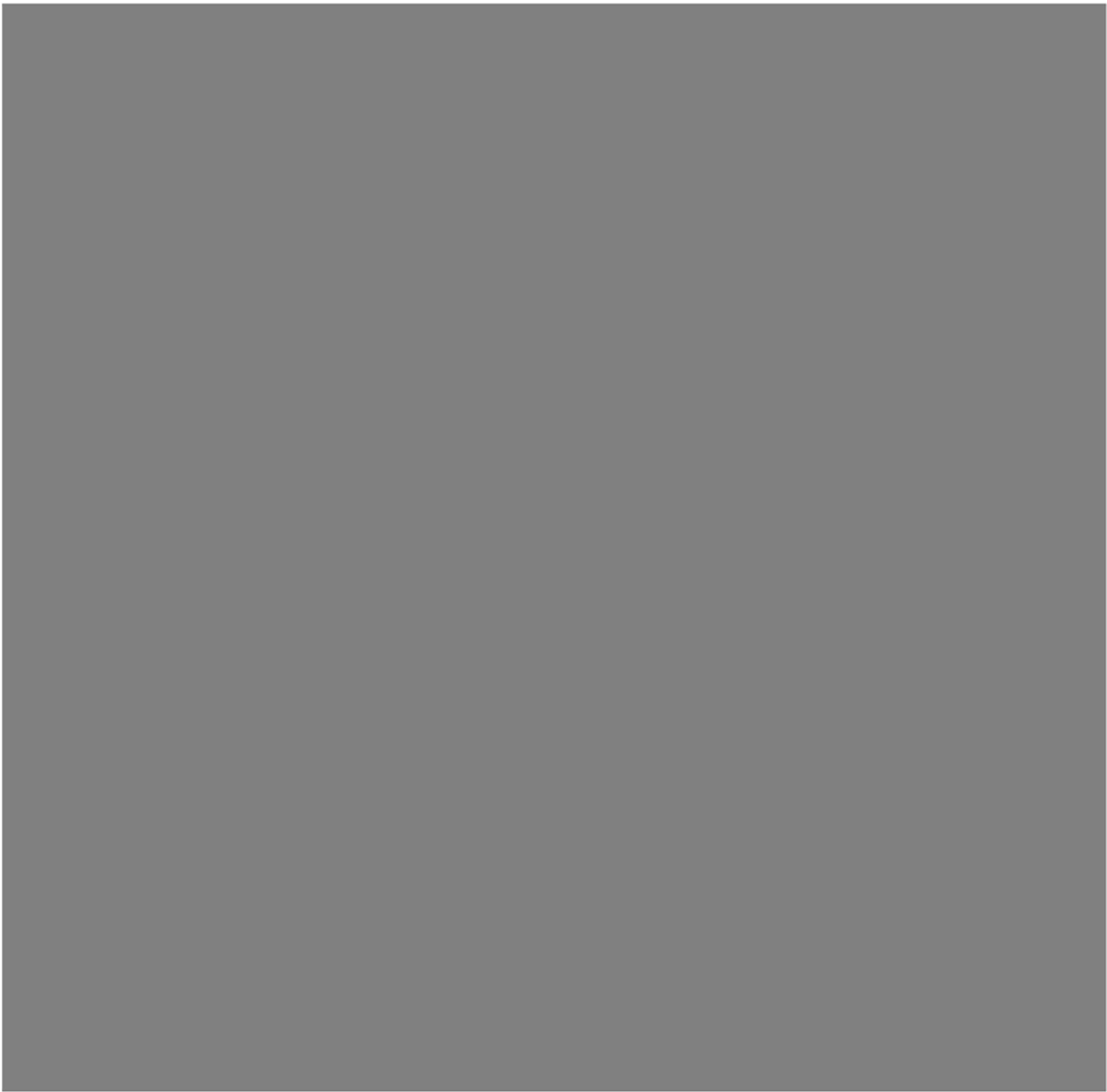
Processing a Check Request

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should:

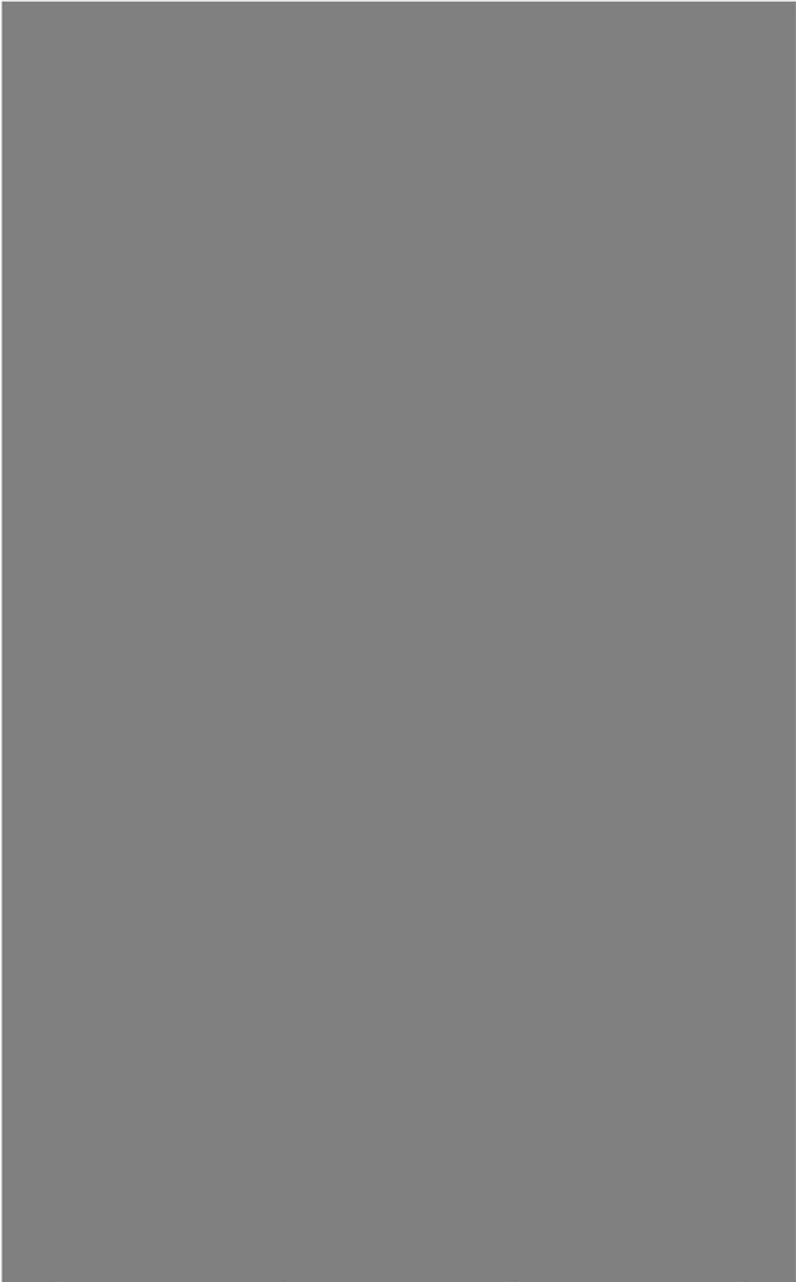
1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached.
3. Ensure the payee information 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.









SUM	\$2,500.00	as budgeted