

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084530

Vendor Name: Follett's College of DuPage

Invoice Number: 3/15/2021

Invoice Date: 03/15/21

PO Number:

Check Number: 0281644

Check Amount: \$ 1,832.20

Check Date: 06/08/2021

Department ID: 99686

Reviewer Name:

Voucher Number: V0679403

Redaction Type: None

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

Document Below

From: Accounts Payable <acctpay@cod.edu>
Sent: Wed May 12 13:30:37 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: SNA FA2020 Pins Check request

From: Mejia, Jelymar <mejiaj742@cod.edu>
Sent: Wednesday, May 12, 2021 11:09 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: SNA FA2020 Pins Check request

Hello,

Please find the attached check request for the SNA FA2020 pins from Follett's.

Let me know if you have any questions.

Thank you,

Jelymar Mejia

Front Desk Supervisor

Office of Student Life | SSC 1217

College of DuPage | 425 Fawell Blvd, Glen Ellyn, IL 60137

mejiaj742@cod.edu | (630) 942-3920

Pronouns: She/Her/Hers

My Signature Themes:

Communication WOO Significance Positivity Developer

[attachment: SNA FA2020 Pins CHECK REQUEST FORM JM CS NM_DDR.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: 3/15/2021
Vendor ID: 1084530

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	10	99	99686	2900099	Funds Held in Custody of Othr	\$ 1,832.20

Grand Total \$ 1,832.20

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

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: Follett's College of DuPage

Other Instructions:

Payee Address: 425 Fawell Blvd, Glen Ellyn, IL 60137

Description on Check:

Student Nurses Association Pins Fall 2020

Approvals:

Prepared By: Jelymar Mejia
Signature: Jelymar Mejia
Payment Due: 3/26/2021
Board Approved Date:

Approved By: Date:

Signature: Chuck Steele
Digitally signed by Chuck Steele
Date: 2021.03.15 13:18:17 -05'00'

Approved By: Date:

Signature: Nathania Montes
Digitally signed by Nathania Montes
Date: 2021.04.26 17:49:01 -05'00'

Approved By Division VP: Date:

Signature: Mark Curtis-Chavez
Digitally signed by Mark Curtis-Chavez
Date: 2021.05.11 21:34:25 -05'00'

APPROVED
By Diana Del Rosario at 8:07 pm, Apr 29, 2021

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.

COLLEGE OF DUPAGE
SRC BUILDING
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6784

STORE
NO. 0784

No.784

Received by _____

J. A. M.