

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1555587

Vendor Name: Samantha Lorenz

Invoice Number: 05/25/21

Invoice Date: 05/25/21

PO Number:

Check Number: 0281699

Check Amount: \$ 25.00

Check Date: 06/08/2021

Department ID: 15240

Reviewer Name:

Voucher Number: V0682874

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)	

Grand Total \$ -

**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.

**05/27/21 - BETHANY CRUSE**

☒ 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](mailto:acctpay@cod.edu)

-----  
From: Cruse, Bethany <cruseb199@cod.edu>  
Sent: Thu May 27 13:09:23 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](mailto:refakese@cod.edu)

**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

**From:** Taylor, Julie <[taylorj410@cod.edu](mailto:taylorj410@cod.edu)>  
**Sent:** Tuesday, May 25, 2021 9:37 AM  
**To:** Refakes, Eugene <[refakese@cod.edu](mailto:refakese@cod.edu)>  
**Cc:** Burt-Nicholas, Laura <[burt-nicholasl@cod.edu](mailto:burt-nicholasl@cod.edu)>; Orenic, Kenneth <[orenick@cod.edu](mailto: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](mailto:refakese@cod.edu)>  
**Sent:** Monday, May 24, 2021 9:24 PM  
**To:** Taylor, Julie <[taylorj410@cod.edu](mailto:taylorj410@cod.edu)>  
**Cc:** Orenic, Kenneth <[orenick@cod.edu](mailto:orenick@cod.edu)>; Burt-Nicholas, Laura <[burt-nicholasl@cod.edu](mailto: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](mailto:refakese@cod.edu)

**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**From:** Accounts Payable <[acctpay@cod.edu](mailto:acctpay@cod.edu)>  
**Sent:** Thursday, May 27, 2021 12:17 PM  
**To:** Taylor, Julie <[taylorj410@cod.edu](mailto:taylorj410@cod.edu)>; Accounts Payable <[acctpay@cod.edu](mailto: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](mailto:invoicing@cod.edu)- one check request per email.

Thanks  
Accounts Payable

**From:** Taylor, Julie <[taylorj410@cod.edu](mailto:taylorj410@cod.edu)>  
**Sent:** Thursday, May 27, 2021 12:02 PM  
**To:** Accounts Payable <[acctpay@cod.edu](mailto: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:**

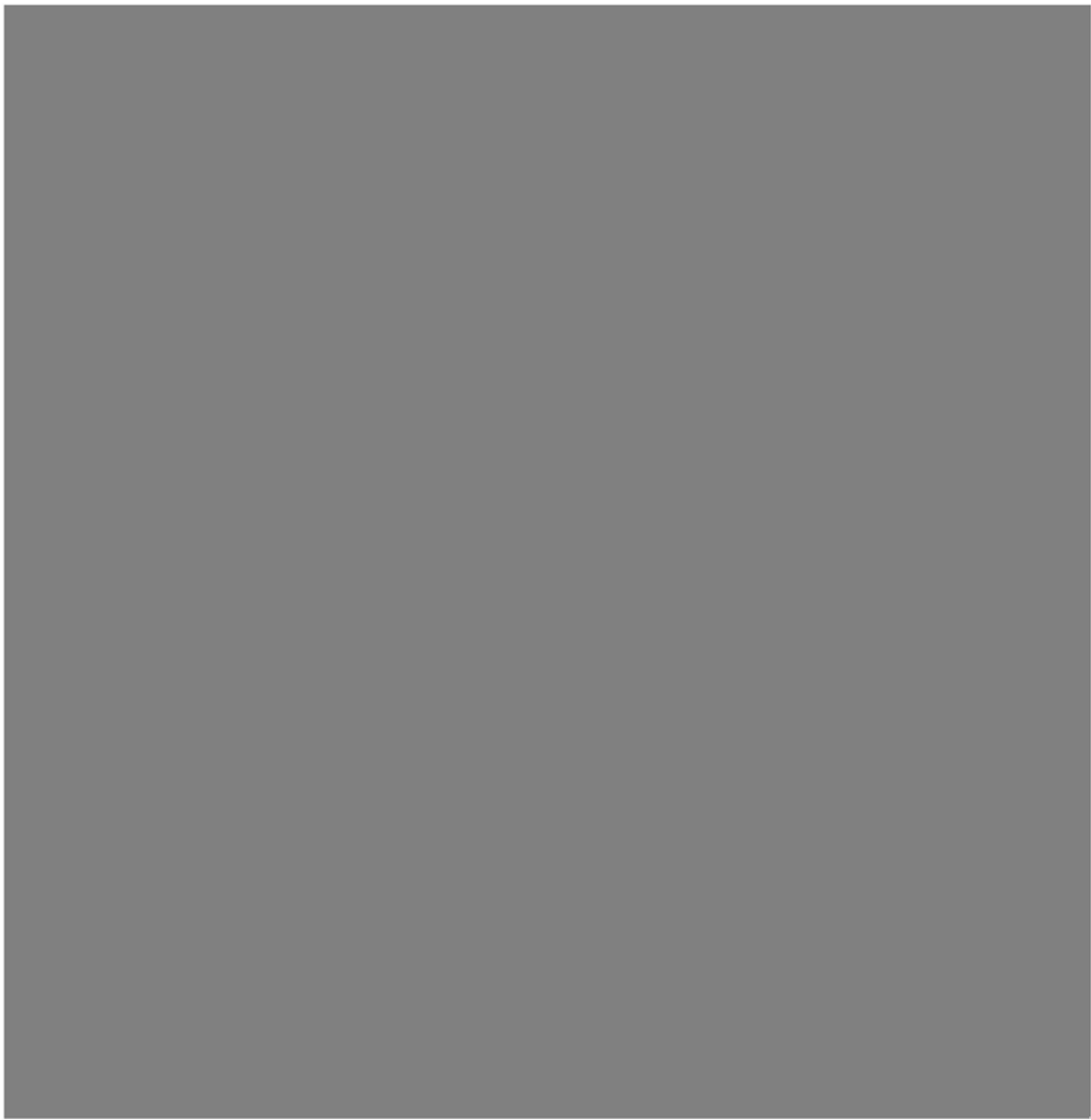
**Processing a Check Request**

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