

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1629988  
Vendor Name: Marine Corps Scholarship Found  
Invoice Number: 051421  
Invoice Date: 05/14/21  
PO Number:  
Check Number: 0281704  
Check Amount: \$ 4,260.75  
Check Date: 06/08/2021  
Department ID: 98535  
Reviewer Name:  
Voucher Number: V0684241  
Redaction Type: FERPA  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: Marek, Robert <marekr@cod.edu>  
Sent: Wed Jun 02 15:39:10 CDT 2021  
To: invoicing@cod.edu  
CC: vosicky@cod.edu,christopherd@cod.edu  
Subject: Scholarship Check Request (1 of 4)  
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Good afternoon,

Please see the attached check request for **Marine Corps Scholarship Foundation** in the amount of \$4,260.75. 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](mailto:marekr@cod.edu)



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: 1629988

Invoice Number	Fund	Func.	Dept.	Object	Object Descr.	Amount
051421	10	99	98535	2900024	Agency Scholarships	\$ 4,260.75

Grand Total \$ 4,260.75

--- \$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 appropriate and due.

☐ 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: Marine Corps Scholarship Foundation, Inc  
Payee Address: 909 N Washington St Ste 400  
Alexandra, VA 22314

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

Description on Check:

Approvals:

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

Approved By: Diana Del Rosario Date:   
Signature: Diana Del Rosario  
Approved By: Dr. Diana Del Rosario Date:   
Signature: Mark Curtis-Chavez  
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](mailto:acctpay@cod.edu)











## Conditions & Details Agreement 2018-2019 Academic Year

### Section A: Conditions of Scholarship Award

**Terms of Award:** The Marine Corps Scholarship Foundation awards recipients for an academic year beginning July 1 and ending June 30. Payment is disbursed to the recipient's academic institution upon satisfactory completion of all award requirements as detailed in Section B.

**Usage and Allotment of Funds:** The academic institution may distribute the scholarship funds evenly among the academic terms, or it may be applied to one academic term, at the discretion of the academic institution and recipient. Distribution of funds should be discussed directly with the recipient's Financial Aid Office and not with the Marine Corps Scholarship Foundation. The academic institution may reimburse the student for any cost of attendance expenses incurred during the academic year. Cost of attendance includes: tuition/fees, room/board, books, transportation, and other school related expenses as defined by the scholarship recipient's academic institution. The scholarship funds are "last dollar" and must be applied after all other aid.

**Enrollment Status:** Enrollment can be part-time or full-time, and funds can be used for internships and study abroad programs.

**Other Conditions:** Scholarship awards may be reduced, withdrawn, or terminated, and funds returned to the Scholarship Foundation under the following conditions:

- Student has any unused funds, or if other free aid received exceeds the cost of attendance;
- Student withdraws from the academic institution;
- Student behavior is not consistent with the academic institution's Student Conduct Code;
- Student is found guilty of any civil code violation;
- Student does not maintain a cumulative 2.0 grade point average;
- Student is enrolled in graduate school and is no longer pursuing an undergraduate degree
- Student does not submit their award requirements to the Scholarship Foundation.

### Section B: Award Requirements, Scholarship Payment, and Disclosure Agreement

**Award Requirements:** Scholarship awards will not be paid to the academic institution until all award requirements and online forms have been completed by the scholarship recipient. The deadline to complete all award requirements is November 30, 2018. **Recipients who have not completed their award requirements by November 30 will only be eligible for 50% of their scholarship award and must submit all items by May 31, 2019.**

**Scholarship Payment:** After receipt of all award requirements and outstanding documents, the scholarship award is sent in one payment to the academic institution indicated in the Award Acceptance form. Recipients who complete all award requirements before July 1 will be paid on August 1. Scholarship payments will be processed on a rolling basis every two weeks after August 1 for recipients who complete all award requirements between July 1 and November 30.

#### **Award Requirements:**

1. Conditions & Details Agreement
2. Thank You Letter
3. Confirmed School Information

All items must be completed at: [mcsf.scholarshipapps.org](http://mcsf.scholarshipapps.org)

\*This printed document is for reference only and must be signed online as part of the award requirements at [mcsf.scholarshipapps.org](http://mcsf.scholarshipapps.org). It is the recipient's responsibility to provide their academic institution with a copy of their award letter and a copy of this printed Agreement, to make a sufficient number of copies of all documents, and to provide all award acceptance requirements and online forms to the Scholarship Foundation.