

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1550315
Vendor Name: National Council of Instructio
Invoice Number: 000061
Invoice Date: 05/17/21
PO Number:
Check Number: 0281728
Check Amount: \$ 200.00
Check Date: 06/08/2021
Department ID: 00788
Reviewer Name:
Voucher Number: V0679997
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Groves, Barbara <grovesb16@cod.edu>
Sent: Thu May 20 12:49:37 CDT 2021
To: invoicing@cod.edu
CC: cruseb199@cod.edu
Subject: NCIA Invoice

Please process the attached check request for payment of the NCIA invoice.

Thank you.

Barb Groves
Assistant to the Provost
Office of the Provost
College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137
630-942-2005 (ph) | 630-942-3925 (fax)

[attachment: CHECK REQUEST FORM NCIA Annual Membership FY22.pdf]
[attachment: NCIA Invoice-000061.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: 5/17/2021
Vendor ID: 1550315

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
000061	01	80	00788	5406002	Dues	\$ 200.00

Grand Total \$ 200.00

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.

☐ 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: NCIA
PO Box 880360
University of Nebraska-Lincoln
Lincoln, NE 68588-0360

Other Instructions: Mail to:
141 Teachers College Hall, PO Box 880360,
University of Nebraska-Lincoln, Lincoln, NE 68588-0360

Description on Check:

2021-2022 College of DuPage Annual Dues - National Council of Instructional Administrators

Approvals:

Prepared By: Barbara J. Groves
Signature: Barbara Groves
Digitally signed by Barbara Groves
Date: 2021.05.17 17:13:55 -05'00'
Payment Due: 6/10/2021
Board Approved Date:

Approved By: _____ Date: _____
Signature: _____
Approved By: _____ Date: _____
Signature: _____
Approved By Division VP: Mark Curtis-Chavez
Digitally signed by Mark Curtis-Chavez
Date: 2021.05.18 17:29:41 -05'00'
Signature: Mark Curtis-Chavez

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.



Invoice #000061

NCIA Membership Renewal - 2021-22

Thank you for your continued support of NCIA.

Additional Recipients: grovesb16@cod.edu

Bill To

Mark Curtis-Chaves
College of DuPage
curtis-chavez@cod.edu
630-942-3535
425 Fawell Blvd.
Glen Ellyn, IL 60137

Invoice Details

PDF created May 17, 2021
\$200.00

Payment

Due May 17, 2021
\$200.00

Item	Quantity	Price	Amount
Membership Renewal	1	\$200.00	\$200.00
Subtotal			\$200.00

Total Due **\$200.00**

**Pay online**To pay your invoice go to <https://gosq.me/u/6F8ETBTf>

Or open your camera on your mobile device, and place the code on the left within the camera's view.