

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0049261

Vendor Name: Ms Diane H. Smith

Invoice Number: HONORARIUM-APRIL

Invoice Date: 05/26/21

PO Number:

Check Number: 0281778

Check Amount: \$ 100.00

Check Date: 06/08/2021

Department ID: 00389

Reviewer Name:

Voucher Number: V0682884

Redaction Type: None

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: 5/26/2021
Vendor ID: 0049261

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
Honorarium for April 2021 event	01	10	00389	5501002	On-Campus Conf & Mtgs	\$ 100.00
Grand Total						\$ 100.00

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: [Redacted] Other Instructions: [Redacted]

Payee Address: [Redacted]

Description on Check: Honorarium for Latin American Studies event.

AP VERIFIED
05/28/21 - ISABEL BARRIOS

Approvals:

Prepared By: Sue Kerby
Signature: *Susan Kerby*
Payment Due: asap
Board Approved Date: [Redacted]

Approved By: Maren McKellin
Signature: *Maren McKellin*
Approved By: [Redacted]
Signature: [Redacted]
Approved By Division VP: [Redacted]
Signature: [Redacted]

Date: 5/27/21
Date: [Redacted]
Date: [Redacted]

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.

March 1, 2021



Just a quick note to thank you for joining the COD Latin American Studies Committee at the 2021 Virtual Salsa Dance Fest at 7pm on April 23. We appreciate your offer to demonstrate dance steps to our guests and are happy to offer you a \$100 honorarium for your time and expertise.

We are all looking forward to the event.

Sincerely,

Melissa Leismer, LAS Committee
Sue Kerby, Global Education

From: Accounts Payable <acctpay@cod.edu>
Sent: Thu May 27 11:21:26 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Honorarium check request

From: Kerby, Susan <kerbys@cod.edu>
Sent: Thursday, May 27, 2021 10:57 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: Honorarium check request

Please process for payment. Let me know if you need anything else.

Sue Kerby

College of DuPage Field Studies|Study Abroad|Global Education
Coordinator of Study Abroad

[attachment: Check request Smith LAS event.pdf]
[attachment: Smith Honorarium confirmation.doc]