

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1188426

Vendor Name: Village of Glen Ellyn, Illinois

Invoice Number: MAY 2021 HOTEL TAX

Invoice Date: 06/09/21

PO Number:

Check Number: E0085182

Check Amount: \$ 66.45

Check Date: 06/16/2021

Department ID: 00000

Reviewer Name:

Voucher Number: V0686774

Redaction Type: None

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

Document Below

# AP VERIFIED

## 06/14/21 - ISABEL BARRIOS

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 - Check Request Procedure No. 10-65

Date: 6/9/2021  
Vendor ID: 1188426

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
May 2021 Village Hotel Tax		01	00	00000	2900012	Hotel/Motel Tax	\$ 66.45
Grand Total							\$ 66.45

**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: Village of Glen Ellyn

Payee Address: 535 Duane Street  
Glen Ellyn, IL 60137

Other  
Instructions:

OKAY TO PAY VIA ACH

**Description on Check:**

Payment of May 2021 Village of Glen Ellyn Hotel Taxes

**Approvals:**

Prepared By: Bobby Marek *BM*

Signature: **APPROVED**  
By Bobby Marek at 9:54 am, Jun 09, 2021

Payment Due:

Board Approved Date:

Approved By: David Virgilio Date:

Signature: *David Virgilio* **APPROVED**  
By David P Virgilio at 3:00 pm, Jun 12, 2021

Approved By: Date:

Signature:

Approved By Division VP: Date:

Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)

**Monthly Hotel and Motel Tax Return**  
Due Village of Glen Ellyn



Month and Year May 2021

Name Inn at Water's Edge

Address 425 Fawell Blvd.

City, State, Zip Code Glen Ellyn, IL 60137

Customer ID

Code

Gross Receipts \$1,329.00

Rate 5%

Amount of Tax \$66.45

Signature Jamie Tudek

Title Hotel Manager

Date 6/3/21

Make checks payable to:

Village of Glen Ellyn  
535 Duane Street  
Glen Ellyn, IL. 60137

May Detail

DATE	May Deposits					Room Count	Room Count	Room Count	
	Gross Sales Amount	State Tax Collected	City Tax Collected	Total Taxes	Notes	COD A/R Acct	COD CC	General Public	Cashier's Office Deposit
5/18/2021	\$ 92.00	\$ 5.52	\$ 4.60	\$ 10.12	Ashley			1 Room	\$102.12
5/19/2021	\$ 92.00	\$ 5.52	\$ 4.60	\$ 10.12	Ashley			1 Room	\$102.12
5/26/2021	\$ 125.00	\$ 7.50	\$ 6.25	\$ 13.75	Ashley			1 Room	\$138.75
5/27/2021	\$ 125.00	\$ 7.50	\$ 6.25	\$ 13.75	Joe			1 Room	\$138.75
5/28/2021	\$ 125.00	\$ 7.50	\$ 6.25	\$ 13.75	Joe			1 Room	\$138.75
5/29/2021	\$ 270.00	\$ 16.20	\$ 13.50	\$ 29.70	Joe			2 Rooms	\$299.70
5/30/2021	\$ 250.00	\$ 15.00	\$ 12.50	\$ 27.50	Ashley			2 Rooms	\$277.50
5/31/2021	\$ 250.00	\$ 15.00	\$ 12.50	\$ 27.50	Ashley			2 Rooms	\$277.50
									\$1,475.19
<b>Total Receipts</b>									
Subtotals	\$ 1,329.00	\$ 79.74	\$ 66.45	\$ 146.19	\$ 1,475.19	:)			

IL Tax Return Info

Line 1	\$ 1,475.19	Total Receipts
Line 2	66.45	City Tax
Line 3	-	
Line 4	-	
Line 5	-	
Line 6	66.45	
Line 7	1,408.74	
Line 8	79.45	State Tax Rate .0564 (Listed Rate 6%)
Line 9	-	
Line 10	79.45	
Line 11	1.67	Discount
Line 12	77.78	
IL Tax collected	79.74	
Over(Under)	1.96	Total Discount
Line 13	-	
Line 14	77.78	
Line 15	-	
Line 16	77.78	State Tax

State returns are now filed quarterly  
May info at left will be submitted as part of  
the 2nd quarter 2021 submission due July 31  
Discount JE will also be recorded in July

May Deposits

	Date of Stay	Number of Nights	Rate Per Night	Gross Sales	State Tax	City Tax	Total Amount	Payment Method	01-10-18004-4509030		
1	5/29/2021	1	145.00	145.00	8.70	7.25	160.95	Personal CC			
					Total Drop Off Amount		\$160.95				
					Drop Off Date		5/31/2021				
					Total of Deposits at Cashier's Office		160.95				
					Minus Incidental charges		-				
					Plus rooms that were paid with gift certificate		-				
					Plus May rooms under AR charges		204.24	1 room		Sales	Hotel Tax
					Plus rooms that will carry over to June deposits		1,110.00	8 nights at \$138.75		184.00	20.24
										1,000.00	110.00
					Total		1,475.19				
					Total from Hotel Taxes spreadsheet		1,475.19				
					OUTSTANDING AR CHARGES:		204.24	5/20/21 - Campbell			

see next page

June 9 2021  
09:49

RECEIPT TENDER CODE ANALYSIS

Page 1

CODE: BANK Thank You for Your Payment

ID	Name	Date	Receipt No	AR Type/ Dep Type/ Non-AR Receipt Code	Session	Amount	GL NOS
	Taxable Sales and Services	05/31/21	001955550	CHCH Inn At Waters Edge			
					59788	145.00	01_10_18004_4509030
					59788	15.95	01_00_00000_2900012
					Total:	160.95	
					Receipt Tender Total:	160.95	

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From: Marek, Robert <marekr@cod.edu>  
Sent: Mon Jun 14 07:33:58 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Village of Glen Ellyn Check Request  
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Good morning,

Please process the attached check request for Village of Glen Ellyn in the amount of \$66.45. This request is okay to pay as ACH.

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)

[attachment: 2021-06 Check Req for May 2021 Village Hotel Tax.pdf]