

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1601418

Vendor Name: JPMorgan Chase & Co

Invoice Number: APRIL 2021 PCARD

Invoice Date: 06/02/21

PO Number:

Check Number: PC21446

Check Amount: \$ 28,585.01

Check Date: 06/03/2021

Department ID: 00757

Reviewer Name:

Voucher Number: V0684124

Redaction Type: Other

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

Document Below

V0684124

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: 6/2/2021
Vendor ID: 1601418

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	80	00757	5909061	Pcard/Travel Card Clearing	\$ 28,585.01
Grand Total							\$ 28,585.01

--- \$1,000 and Greater: Approval of Division Vice President Required ---

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.

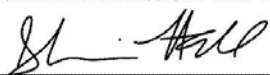
Payee Name: J. P. Morgan Chase Bank NA
Payee Address: P.O. Box 4475
Carol Stream, IL 60197-4475


Other Instructions: Already paid electronically by automatic EFT, Debited on 5/17/2021
Please pay with dummy check

Description on Check:

April 2021 Chase PCard Statement Payment-EFT Debited on 5/17/2021.

Approvals:

Prepared By: Shameica Hall
Signature: 
Payment Due:
Board Approved Date:

Approved By: David Virgilio Date: 6/2/21
Signature: 
Approved By: Date:
Signature:
Approved By Division VP: Date:
Signature: n/a for P Card / T Card transactions

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

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Thu Jun 03 10:48:54 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Pcard and Tcard Check Requests-April Statements

Thanks

Bethany Cruse
AP Lead
College of DuPage
630-942-4294

From: Hall, Shameica <halls115@cod.edu>
Sent: Thursday, June 3, 2021 9:20 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: FW: Pcard and Tcard Check Requests-April Statements

Hi Bethany,

Can you process these dummy checks for May 2021?

Best regards,

Shameica Hall
Accountant II - Financial Affairs
College of DuPage
425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA
Phone 630.942.2678 | Fax 630.942.2297 | halls115@cod.edu

From: Virgilio, David <virgiliod@cod.edu>
Sent: Wednesday, June 2, 2021 9:54 PM
To: Hall, Shameica <halls115@cod.edu>
Subject: RE: Pcard and Tcard Check Requests-April Statements

Both approved

David P. Virgilio, C.P.A.
Interim Controller / Assistant Financial Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: Hall, Shameica <halls115@cod.edu>
Sent: Wednesday, June 2, 2021 1:33 PM
To: Virgilio, David <virgiliod@cod.edu>
Subject: Pcard and Tcard Check Requests-April Statements

Good afternoon Dave,

Attached, you will find Pcard and Tcard check requests. Please review/approve at your convenience.

Thank you,

Shameica Hall

Accountant II - Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA

Phone 630.942.2678 | Fax 630.942.2297 | halls115@cod.edu

[attachment: SH 6-2-21 Pcard Check Req April Statement.pdf]



