

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1010882
Vendor Name: Oakton Community College
Invoice Number: 001
Invoice Date: 2/14/2022
PO Number:
Check Number: 0297346
Check Amount: \$ 1,500.00
Check Date: 03/15/2022
Voucher Number: V0729288
Document Type: AP Invoice

Document Below

Check Request Form

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 Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: Feb. 14, 2022 Vendor ID: VN 1010882 Vendor Name: Oakton Community College
Payee Address: 1600 East Golf Rd. Des Plaines IL. 60016 Payment Due Date: January 26, 2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
001	01-30-00446-5309001	Other Contractual Services	1,500.00
Total			\$ 1,500.00

Check the appropriate box below:

- ☒ 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.

Description on Check:

Make check payable to Oakton Community College for services which they contracted speaker Clint Smith for the 2022 MLK keynote address in collaboration. We are doing a budget transfer for these services.

Other Instructions:

Send check to this mailing address as it appears on the Oakton Community College invoice: Skokie Campus
7701 N. Lincoln Avenue Skokie, IL 60077

All requests will require the following approvals:

Requester: David A. Swope Print Name: David A. Swope
Budget Officer: Nathania Montes Print Name: Nathania Montes

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$10,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Check Request Form (cont.)

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 Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
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 Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

February 14, 2022

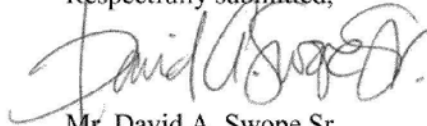
College of DuPage
Accounts Payable

Hello all,

The Center for student Diversity, Equity and Inclusion office is submitting this check request as a budget transfer to Oakton Community College, for speaker Clint Smith. Smith was our keynote speaker on January 26, 2022 for Dr. Martin Luther King Jr. programming. Oakton contracted Smith and we collaborated to co-sponsor the event. Smith faithfully completed his services and Oakton is due the budget transfer

Anything that can be done in accordance with COD's process and procedures to release a check to Oakton is greatly appreciated. Oakton's invoice is attached. Please let me know if anything further is required.

Respectfully submitted,



Mr. David A. Swope Sr.
Manager, Center for Student Diversity and Inclusion - College of DuPage
Co-Advisor, Black Student Alliance Club - College of DuPage
Coordinator, Peer Mentoring Program

Oakton Community College

7701 N. Lincoln Ave

847-635-1443

dterry@oakton.edu

Skokie, IL 60077

847-276-7008

College of DuPage

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12/13/2021

Clint Smith MLK Keynote Address 01/26/2022

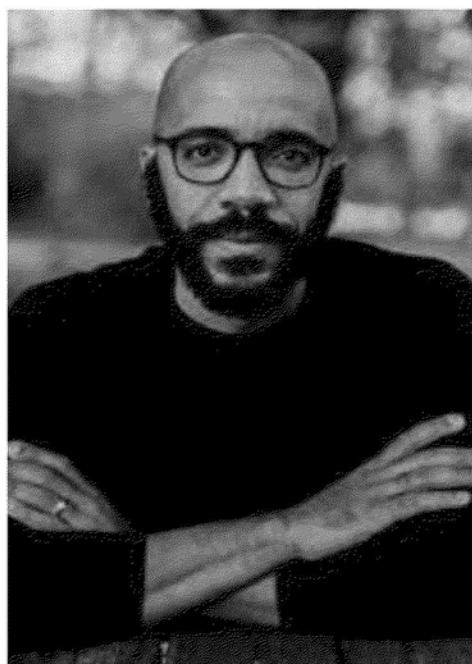
Item #	Description	Qty	Unit Price	Discount	Price
1	Clint Smith MLK Address	1	\$1,500.00		\$ 1,500.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Invoice Subtotal					\$ 1,500.00
Tax Rate					
Sales Tax					\$ -
Other					
Deposit Received					
TOTAL					\$ 1,500.00

Make all checks payable to Oakton Community College.

*Celebrate The Dream ...
The purpose The legacy of...*

Martin Luther King Jr.

Wednesday, January 26, 12 p.m.



Featuring Staff Writer of
The Atlantic

Clint Smith

author of
New York Times Best Seller
How the Word is Passed



Migration from Slavery to the Civil Rights Movement:

The Story of Black People in the United States

Register here: <https://www.eventbrite.com/e/dr-martin-luther-king-jr-keynote-speaker-clint-smith-tickets-215734416447>

Sponsored by: Oakton Community College, Richland College, Moraine Valley Community College, Southwestern Illinois College, Highland College, College of Dupage, Joliet Junior College, Black Hawk College, Lincoln Land College, and McHenry County College.

SCAN HERE



TO REGISTER



Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Oakton Community College District 535

2 Business name/disregarded entity name, if different from above
Oakton Community College

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

☒ Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) **1**

Exemption from FATCA reporting code (if any) **A**

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
1600 E Golf Rd.

6 City, state, and ZIP code
Des Plaines, IL 60016

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-				
--	--	--	---	--	--	--	--

or

Employer identification number

3	6	-	2	6	8	1	9	9	9
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ►  Date ► **SEPTEMBER 22, 2011**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

"Swope, David" <swoped28@cod.edu>

Check Request for Oakton CC for Clint Smith services

"Swope, David" <swoped28@cod.edu>

Mon, Feb 14, 2022 at 06:18 PM GMT

CC: Montes, Nathania <montes@cod.edu>

BCC:

Hello All,

The Center for student Diversity, Equity and Inclusion office is submitting this check request as a budget transfer to Oakton Community College, for speaker Clint Smith. Smith was our keynote speaker on January 26, 2022 for Dr. Martin Luther King Jr. programming. Oakton contracted Smith and we collaborated to co-sponsor the event. Smith faithfully completed his services and Oakton is due the budget transfer.

Let me know if more is needed from CSDEI.

Thank you much,

David A. Swope Sr., MA

Manager, Center for Student Diversity Equity and Inclusion

Coordinator, Peer Mentoring Program

College of DuPage

Student Affairs | 425 Fawell Blvd | Glen Ellyn, IL 60137 |

SSC Office 2225E | swoped28@cod.edu | o: 630-942-2565 | c: 630.699.1881 | f: 630-942-2136

P Please consider the environment before printing this email.

1 attachment

Budget Transfer for Oakton CC for Clint Smith.pdf