

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1083341
Vendor Name: Crain's Chicago Business
Invoice Number: 3/29/2022
Invoice Date: 3/30/2022
PO Number:
Check Number: 0298074
Check Amount: \$ 169.00
Check Date: 04/12/2022
Voucher Number: V0736105
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: 3/30/2022 Vendor ID: 1083341 Vendor Name: Crain's Subscriber Services
 Payee Address: 1155 Gratiot Ave., Detroit, MI 48207 Payment Due Date: 3/29/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
3/29/2022	01-80-00757-5406001	Publications	169.00
Total			\$ 169.00

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.

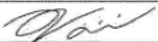
Description on Check:

Scott Brady Acct# 34067666 Promotion Code R24248D3

Other Instructions:

Crain's Subscriber Services, P.O. Box 433282, Palm Coast, FL 32143-3282

All requests will require the following approvals:

Requester: Heather Greenbusch Digitally signed by Heather Greenbusch
Date: 2022.03.30 13:25:48 -05'00' Print Name: Heather Greenbusch
 Budget Officer:  Digitally signed by David P. Virgilio
Date: 2022.03.30 13:33:30 -05'00' Print Name: David Virgilio

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.

R24248D3 34067666
Scott Brady
College Of Dupage
425 Fawell Blvd. Bldg SRC2130
Glen Ellyn, IL 60137-6599



ACTION REQUIRED

Dear Scott:

Your print subscription expires next month. Renew at our current rate of **\$169.00** today!

1. Visit chicagobusiness.com/renewal or scan the QR code to the right with your mobile device.
2. Enter your promotion code **R24248D3** by **3/29/2022**.
3. Complete the requested information and hit submit.



If you would like assistance with your renewal, please call 1-877-812-1590 to speak to a customer service representative.

We truly appreciate your loyalty and look forward to another year as your go-to industry news source.

Sincerely, Crain's Chicago Business

Automatic Renewal Terms: I authorize charging my payment card for the rate below to start my subscription period and automatically at the beginning of each applicable new period (annual, monthly, post-trial, etc.) to continuously renew my subscription. For annual subscriptions, the subscription price in effect at the time of renewal will be charged. Refunds will not be provided for trial, 4-week, or annual subscriptions. A notice will be sent prior to renewal with the amount and date my payment card will be charged. For other renewals, the expiring rate will be charged unless given notice prior to any price change. I may opt out of automatic renewal or cancel future charges at any time by calling 1-877-812-1590. The cancellation goes into effect at the start of your next billing cycle. By subscribing, I agree to your Terms and Conditions of Use.

CB1-2 2311

CRAIN'S
CHICAGO BUSINESS

Crain's Chicago Business
P.O. Box 37222
Boone, IA 50037-0222

If you would like to renew by mail, please detach the above, complete the form, and mail using the reply envelope provided.

RENEWAL FORM

Respond by 3/29/2022

Yes, please extend my subscription to *Crain's Chicago Business*:
☒ 1 year for \$169.00

- ☐ Sign me up for autorenewal (see automatic renewal terms above)
☐ Make a one-time payment
☐ VISA ☐ MC ☐ AMEX ☐ Discover

R24248D3 34067666

Scott Brady
College Of Dupage
425 Fawell Blvd. Bldg SRC2130
Glen Ellyn, IL 60137-6599

Card#

Exp. Date

Signature

☐ Check box if info below is correct, add or make changes if necessary:

Title, Job function

EDUCATORS/STUDENTS/LIBRARIES

Nature of business

503150000340676660 R24248D32

Accounts Payable <acctpay@cod.edu>

FW: Check Request Crains _Signed

Accounts Payable <acctpay@cod.edu>

Fri, Apr 1, 2022 at 06:41 PM GMT

CC:

BCC:

From: Greenbusch, Heather <greenbuschh@cod.edu>
Sent: Friday, April 1, 2022 7:26 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: Check Request Crains _Signed

Hello,

Please see attached check request and Crain's subscription for Scott Brady.

Thank you,

Heather Greenbusch

Administrative Assistant to the

Chief Financial Officer and Treasurer, Financial Affairs

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

Direct 630.942.2234 | Fax 630.942.2297

greenbuschh@cod.edu

1 attachment

Crain's Subscription 3.29.22_ Check Request Signed.pdf