

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1013631

Vendor Name: University of Tennessee Knoxville

Invoice Number: I011300027-2022

Invoice Date: 5/17/2022

PO Number:

Check Number: 0299718

Check Amount: \$ 14,460.00

Check Date: 06/07/2022

Voucher Number: V0739807

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: May 16, 2022 Vendor ID: 1013631 Vendor Name: University of Tennessee Knoxville

Payee Address: 1216 CUMBERLAND AVE STRONG HALL, ROOM 505 KNOXVILLE, TN 37996 Payment Due Date: May 20, 2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
I011300027-2022-02	05-60-00661-5503006	Out-Of-State Travel Costs	14,460.00
Total			\$ 14,460.00

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:

Theo Darden-Taphonomy Course

Other Instructions:

All requests will require the following approvals:

Requester: Maren McKellin Digitally signed by Maren McKellin
Date: 2022.05.16 11:26:19 -05'00' Print Name: Maren McKellin

Budget Officer: Maren McKellin Digitally signed by Maren McKellin
Date: 2022.05.16 11:26:34 -05'00' Print Name: _____

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

Next Level Supervisor (if applicable): Tamara McClain Digitally signed by Tamara McClain
Date: 2022.05.16 14:56:31 -05'00' Print Name: Tamara McClain

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): Chavez Mark Curtis
Digitally signed by Mark Curtis
Date: 2022.05.17 11:48:26 -05'00' 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

In Account With
THE UNIVERSITY OF TENNESSEE
Knoxville

INVOICE NO. I011300027-2022-02

DATE: May 16, 2022

TO: College of Dupage

Make check payable to:
THE UNIVERSITY OF TENNESSEE
Mail to:
ATTN: PAM BAILEY
ANTHROPOLOGY DEPT
1216 CUMBERLAND AVE
STRONG HALL, ROOM 505
KNOXVILLE, TN 37996

Order No.	Contract No.	Amount
	Taphonomy Course 2022 Knoxville, TN (June 20-24, 2022)	
	18 participates @ \$800/each	\$14,400.00
	2 Parking passes (\$30 each)	\$60.00
	TOTAL AMOUNT DUE IN US FUNDS	\$14,460.00

"McKellin, Maren" <mckellin@cod.edu>

Check Request - University of Tennessee Knoxville

"McKellin, Maren" <mckellin@cod.edu>

Tue, May 17, 2022 at 05:57 PM GMT

CC:

BCC:

Hello. Please see the attached check request.

Thank you,

Maren

Maren McKellin, M.A.

Manager, Field and Experiential Learning/Study Abroad/Global Education

College of DuPage

425 Fawell Blvd.|Glen Ellyn, IL 60137

phone: (630) 942-3762

web: cod.edu/field

Maximizer|Arranger|Adaptability|Empathy|Positivity

Save a tree. Please consider the environment before printing this email.

6 attachments

image002.jpg

image003.jpg

image001.jpg

image005.jpg

image004.jpg

Check Request Form University of TennesseeMCC.pdf