

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1269729  
Vendor Name: Alpha Mu Gamma National  
Invoice Number: 06/13/2022  
Invoice Date: 6/13/2022  
PO Number:  
Check Number: 0299942  
Check Amount: \$ 195.00  
Check Date: 06/21/2022  
Voucher Number: V0742269  
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: 06/13/2022 Vendor ID: 1269729 Vendor Name: Alpha Mu Gamma National  
 Payee Address: Carthage College, 2001 Alford Park Drive, Kenosha WI, 53140 Payment Due Date: 06/25/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
	10-99-99046-2900099	Alpha Mu Gamma	195.00
<b>Total</b>			<b>\$ 195.00</b>

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:

Nu Alpha (College of DuPage) AMG membership fees & pins

Other Instructions:

### All requests will require the following approvals:

Requester: Jelymar Mejia Digitally signed by Jelymar Mejia  
Date: 2022.06.13 15:29:36 -05'00' Print Name: Jelymar Mejia  
 Budget Officer: Chuck Steele Digitally signed by Chuck Steele  
Date: 2022.06.14 09:42:52 -05'00' Print Name: Chuck Steele

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](mailto: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.



# Alpha Mu Gamma Purchase Order & Invoice 2021

CHAPTER CONTACT INFORMATION					
AMG Chapter:	Nu Alpha	Chapter Advisor:	Shingo Satsutani		
Full School Name:	College of DuPage	Advisor E-Mail:	satsutan@cod.edu		
PURCHASE ORDER & INVOICE CONTACT INFORMATION					
Your Name:			Today's Date:		
Your E-Mail:			Contact Phone #:		
Mailing Address For This Order:			Indicate quantity ↓	Multiply by price ↓	Result is the subtotal ↓
MEMBERSHIP CERTIFICATES			Quantity	Cost Per	Subtotal
• Full Student Member....(may serve as a Chapter Officer & apply for AMG scholarships) →			5	\$30.00	150
• Associate Student Member.....(does not yet fulfill all requirements for full membership) →				\$10.00	
• Faculty Member....(for faculty who teach foreign languages at any Chapter's institution) →				\$10.00	
• Honorary Member.....(for people who have significantly helped a Chapter in its mission) →				\$10.00	
HONOR CORDS			Quantity	Cost Per	Subtotal
• AMG Honor Cords.....(approximately four feet in length, double-stranded, golden color) →				\$10.00	
PINS (Write quantity for each kind; then add all as one total on right) →			Quantity	Cost Per	Subtotal
• AMG =5	• Pendant =	• French =	7	\$5.00	35
• German =	• Spanish =				
• President = 1	• Vice-Pres. = 1	• Treasurer =			
• Secretary =	• Historian =				
POSTERS (National Foreign Language Week) (add as one total on right) →			Quantity	Cost Per	Subtotal
• Poster (w/dates printed) =		• Poster (no dates shown) =		\$10.00	
T-SHIRTS (Write quantity for each kind; then add all as one total on right) →			Quantity	Cost Per	Subtotal
• Small =	• Medium =	• Large =		\$15.00	
• X-Large =					
ADDITIONAL ITEMS			Quantity	Cost Per	Subtotal
• AMG Banner.....(made of flexible material, measuring 4 ft. x 6 ft., golden color) →				\$100.00	
• AMG Tote Bags.....(made of sturdy cloth, printed with "AMG" and the Golden Bough) →				\$10.00	
• AMG License Plate Frames.....(made of hard plastic, black, with gold lettering) →				\$5.00	
• AMG Pledge Ribbons.....(made of synthetic material, "AMG" lettering, golden color) →				\$1.00	
SHIPPING & HANDLING			Quantity	Cost Per	Subtotal
• Shipping & Handling....(all orders, no matter how large or small, pay just one fee of \$10) →			1	\$10.00	\$10.00
DONATIONS (AMG is a 100%, non-profit, registered charity: EIN 37-1838557)			Donate any amount. Thank you! →		Subtotal
• All donations will be used to help fund our scholarships (we give out \$4,000 yearly) →					
PURCHASE ORDER & INVOICE GRAND TOTAL					Grand Total
(Add together all the subtotal sections, plus \$10 for Shipping & Handling, and enter the grand total on right) →					\$195
PLACING YOUR ORDER			PAYMENT METHODS		
To place your order, please use only e-mail. Send both pages of this form to Leslie at AMG National: <a href="mailto:amgnational@fairfield.edu">amgnational@fairfield.edu</a> .			Option 1: Use Zelle to send an e-payment from your bank to AMG. Send Zelle funds to the National Treasurer: <a href="mailto:mborden@carthage.edu">mborden@carthage.edu</a> . When using Zelle, please add your school name for proper credit.		
If you have questions about merchandise availability, you can visit the website: <a href="http://www.amgnational.org/store.html">www.amgnational.org/store.html</a> .			Option 2: Send this page with a check (payable to "Alpha Mu Gamma National") to the AMG Treasurer: Dr. Matt Borden, Carthage College, 2001 Alford Park Drive, Kenosha WI, 53140.		
Now ask Amazon to donate to AMG! This costs you nothing! Just select AMG as your preferred charity on <a href="http://www.smile.amazon.com">www.smile.amazon.com</a> .					

CHAPTER INITIATION CEREMONY				
AMG Chapter:		Nu Alpha		Chapter Advisor: Shingo Satsutani/Bonnie Loder
School Name:		College of DuPage		Ceremony Date: 4/22/2022
Nº	Last Name	First Name	Language	Membership Type
1				
2				
3				
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<b>CHAPTER ACTIVITIES THIS YEAR</b> (Please describe briefly your chapter's activities during the past year. This information will be added to the AMG Newsletter)				

"Mejia, Jelymar" <mejiaj742@cod.edu>

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**Check request form - Alpha Mu Gamma National**

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"Mejia, Jelymar" <mejiaj742@cod.edu>

Tue, Jun 14, 2022 at 03:52 PM GMT

CC:

BCC:

Jelymar Mejia

Student Club Specialist

Office of Student Life | SSC 1217

College of DuPage | 425 Fawell Blvd, Glen Ellyn, IL 60137

[mejiaj742@cod.edu](mailto:mejiaj742@cod.edu) | (630) 942-3920

Pronouns: She/Her/Hers

My Signature Themes:

Communication WOO Significance Positivity Developer

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**1 attachment**

check request- Pins and certificates AMG JM CS.pdf