

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1188426  
Vendor Name: Village of Glen Ellyn, Illinois  
Invoice Number: 4615  
Invoice Date: 6/6/2022  
PO Number:  
Check Number: 0300105  
Check Amount: \$ 15,000.00  
Check Date: 06/27/2022  
Voucher Number: V0740787  
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: 06/06/22 Vendor ID: 1188426 Vendor Name: Village Glen Ellyn, Illinois  
 Payee Address: 535 Duane Street, Glen Ellyn, IL 60137 Payment Due Date: 06/23/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
4615	06-40-02825-5309004	SVOG: Performing Arts Services	15,000.00
Total			\$ 15,000.00

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:

Taylor Ave Mural Deposit - DP Public Arts Project

Other Instructions:

476 Visual Artist G23\_DPARTPROJ

### All requests will require the following approvals:

Requester: Molly J unokas Digitally signed by Molly J unokas  
Date: 2022.06.06 16:59:07 -05'00' Print Name: Molly J unokas  
 Budget Officer: Ellen McGowan Digitally signed by Ellen McGowan  
Date: 2022.06.07 16:47:18 -05'00' Print Name: Ellen McGowan

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

Next Level Supervisor (if applicable): Ben Ho Digitally signed by Ben Ho  
Date: 2022.06.06 12:37:37 -05'00' Print Name: Ben Ho

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): Martinez, Diana Digitally signed by Martinez, Diana  
Date: 2022.06.08 12:33:02 -05'00' Print Name: Diana Martinez

Area Cabinet Officer (only required if request is \$10,000 and over): Chavez, Provost Digitally signed by Chavez, Provost  
Date: 2022.06.09 10:34:00 -05'00' Print Name: Dr. Mark Curtis Chávez

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.

**VILLAGE OF GLEN ELLYN**

535 DUANE STREET  
GLEN ELLYN, ILLINOIS 60137  
630-469-5000

**INVOICE**

Invoice Date	Invoice No.
06/06/2022	4615
Customer Number	
9297	
Invoice Total Due	
\$15,000.00	
Payment Terms	
Due upon receipt	

For/Location: TAYLOR AVE MURAL

COLLEGE OF DUPAGE-ACCOUNTS PAYABLE  
MCGOWAN, ELLEN  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137 USA

Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due
TAYLOR AVE MURAL			0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00
Please put Invoice Number on your check. Make Checks Payable to: Village of Glen Ellyn					Invoice Total:	\$15,000.00	

ORIGINAL  
COPY

"Junokas, Molly" <junokasm@cod.edu>

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**Check Request - Village of Glen Ellyn DP Public Art Taylor Ave Mural Deposit**

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"Junokas, Molly" <junokasm@cod.edu>

Thu, Jun 9, 2022 at 02:58 PM GMT

CC:

BCC:

Good morning,

Please see attached for a check request for the Village of Glen Ellyn. This is the deposit for a mural installation organized through the DuPage Public Arts Project.

Thank you,

**Molly Junokas**

McAninch Arts Center, College of DuPage

[junokasm@cod.edu](mailto:junokasm@cod.edu)

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**1 attachment**

Village of Glen Ellyn Inv 4615 15000.00 Taylor Ave Mural DPARTSPROJLSAICMCC.pdf