

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1557471

Vendor Name: Association for Student Conduct Admin

Invoice Number: 9600, 9661

Invoice Date: 6/13/2022

PO Number:

Check Number: E0090031

Check Amount: \$ 222.00

Check Date: 06/15/2022

Voucher Number: V0741357

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: 06/07/2022 Vendor ID: 1557471 Vendor Name: Association for Student Conduct Administration

Payee Address: P.O. Box 735190, Dallas TX 75373 Payment Due Date: June 7, 2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
9600	01-30-00466-5406002	Dean of Students: Dues	111.00
9661	01-30-00466-5406002	Dean of Students: Dues	111.00
<b>Total</b>			<b>\$ 222.00</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:

For annual membership of Student Conduct Association Dues.

Other Instructions:

**All requests will require the following approvals:**

Requester: Adeline Cooke Digitally signed by Adeline Cooke  
Date: 2022.06.09 15:13:20 -05'00' Print Name: Adeline Cooke

Budget Officer: Nathania Montes Digitally signed by Nathania Montes  
Date: 2022.06.09 15:25:12 -05'00' Print Name: \_\_\_\_\_

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.

"Cooke, Addie" <cookea19@cod.edu>

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**Check Request form**

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"Cooke, Addie" <cookea19@cod.edu>

Thu, Jun 9, 2022 at 08:30 PM GMT

CC:

BCC:

Hello,

Please find a check request form and two invoices attached.

Thank you,

**Addie Cooke**

Coordinator

Office of the Dean of Student Affairs

College of DuPage

Phone: 630-942-2485

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**3 attachments**

NM invoice for ASCA 9661.pdf

ASCA Assia 2022-2023.pdf

Check Request FormASCA.pdf

# INVOICE

Invoice ID: 0500-1244-1812

<b>Vendor</b>	Association for Student Conduct Admin
<b>Created By</b>	Adeline Cooke [   1511092   cookea19]
<b>Create Date</b>	06/09/2022

## Invoice Information

<b>Vendor</b>	Association for Student Conduct Admin [1557471]
<b>Address</b>	[2c15ced4-ad55-4531-bebf-07d1788be391] P.o. Box 735190 Dallas, TX 75373-5190
<b>Invoice Number</b>	9600
<b>Invoice Date</b>	05/25/2023
<b>Invoice Amount</b>	111.00 USD

## Invoice Notes

**A Cooke** 06/09/2022 03:32 PM  
Email address of sender: cookea19@cod.edu.  
Email received timestamp: 06/09/2022 20:32 GMT

## Expense Summary

Amount (USD)

Name: **Assia Baker**  
 Contact ID: 11690  
 Member Type: Professional - Individual Membership  
 Membership Expiration Date: 05/25/2023



## INVOICE

Tuesday, May 24, 2022  
 Invoice No: 9600  
 Member ID: 6939  
 Contact ID: 11690

**Bill To:**

College of DuPage  
 Attn: Assia Baker  
 425 Farwell Blvd  
 Glen Ellyn, IL 60137

**Remit Payment To:**  
 ASSOCIATION FOR STUDENT CONDUCT  
 P.O. Box 735190  
 Dallas, TX 75373-5190

Please include Invoice # on all payments

DESCRIPTION	UNIT PRICE	QTY	AMOUNT
Membership Renewal	\$111.00	1	\$111.00
Member Type: Professional - Individual Membership Through 5/25/2023, Member Renew Date: 5/24/2022			
TERMS: Due Upon Receipt			
			Subtotal \$111.00
			Sales Tax \$0.00
			Prior Payments \$0.00
			<b>TOTAL DUE \$111.00</b>

**Notes:**  
 Member Type: Professional - Individual Membership  
 Membership Expiration Date: 5/25/2023  
 Membership Cost: \$111.00  
 Notes: Public Renewal

Make checks payable to: Association for Student Conduct Administration  
 Thank you for being part of our association!

"Cooke, Addie" <cookea19@cod.edu>

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**Check Request form**

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"Cooke, Addie" <cookea19@cod.edu>

Thu, Jun 9, 2022 at 08:30 PM GMT

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BCC:

Hello,

Please find a check request form and two invoices attached.

Thank you,

*Addie Cooke*

Coordinator

Office of the Dean of Student Affairs

College of DuPage

Phone: 630-942-2485

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**3 attachments**

NM invoice for ASCA 9661.pdf

ASCA Assia 2022-2023.pdf

Check Request FormASCA.pdf

# INVOICE

Invoice ID: 0500-1244-1811

<b>Vendor</b>	Association for Student Conduct Admin
<b>Requester</b>	Nathania Montes [   0051945   montes]
<b>Created By</b>	Adeline Cooke [   1511092   cookea19]
<b>Create Date</b>	06/09/2022

## Invoice Information

<b>Vendor</b>	Association for Student Conduct Admin [1557471]
<b>Address</b>	[2c15ced4-ad55-4531-bebf-07d1788be391] P.o. Box 735190 Dallas, TX 75373-5190
<b>Invoice Number</b>	9661
<b>Invoice Date</b>	06/09/2022
<b>Invoice Amount</b>	111.00 USD

## Invoice Notes

**A Cooke** 06/09/2022 03:32 PM  
Email address of sender: cookea19@cod.edu.  
Email received timestamp: 06/09/2022 20:32 GMT

## Expense Summary

Amount (USD)



6/9/22, 2:50 PM

[https://www.theasca.org/af\\_invoice\\_view.asp?invoiceid=9661](https://www.theasca.org/af_invoice_view.asp?invoiceid=9661)



## INVOICE

Thursday, June 9, 2022  
 Invoice No: 9661  
 Member ID: 8677  
 Contact ID: 11319

**Bill To:**

College of DuPage  
 Attn: Nathania Montys  
 425 Fawell Blvd  
 Glen Ellyn, IL 60137

**Remit Payment To:**  
 ASSOCIATION FOR STUDENT CONDUCT  
 P.O. Box 735190  
 Dallas, TX 75373-5190

Please include Invoice # on all payments

DESCRIPTION	UNIT PRICE	QTY	AMOUNT
<b>Membership Renewal</b>	\$111.00	1	\$111.00
Member Type: Professional - Individual Membership Through 6/9/2023, Member Renew Date: 6/9/2022			
<b>TERMS: Due Upon Receipt</b>			
			<b>Subtotal</b> \$111.00
			<b>Sales Tax</b> \$0.00
			<b>Prior Payments</b> \$0.00
			<b>TOTAL DUE</b> \$111.00

**Notes:**

Organization Name: College of DuPage  
 Primary Member Name: Nathania Montys  
 Organization ID: 8677  
 Member Type: Professional - Individual Membership  
 Membership Expiration Date: 6/9/2023  
 Membership Cost: \$111

Transaction Date: 6/9/2022 3:46:33 PM

Notes: Admin Renewal

**Make checks payable to: Association for Student Conduct Administration**  
**Thank you for being part of our association!**

"Cooke, Addie" <cookea19@cod.edu>

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**Check Request form**

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"Cooke, Addie" <cookea19@cod.edu>

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Hello,

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*Addie Cooke*

Coordinator

Office of the Dean of Student Affairs

College of DuPage

Phone: 630-942-2485

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