

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087624

Vendor Name: Marquee Event Group, Inc. F/M/A: M&M Re

Invoice Number: 0950DD05

Invoice Date: 8/1/2022

PO Number:

Check Number: 0301497

Check Amount: \$ 5,168.19

Check Date: 08/02/2022

Voucher Number: V0749065

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: August 1, 2022 Vendor ID: 1087624 Vendor Name: Marquee Event Group, Inc
 Payee Address: 493 Mission St. Carol Stream, IL Payment Due Date: ASAP or August 4, 2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
#0950DD05	01-30-12931-5309001	Contractual	5,168.19
Total			\$ 5,168.19

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:

Payment for tent, table, and chair rentals for New Student Orientation- August 9, 10, and 11. Set up on August 8, 2022

Other Instructions:

Manual check approval

APPROVED

By Ellen M. Roberts at 7:47 am, Aug 02, 2022

All requests will require the following approvals:

Requester: Kristina Henderson Digitally signed by Kristina Henderson
Date: 2022.07.27 17:54:47 -05'00' Print Name: Kristina Henderson
 Budget Officer: Chuck Steele Digitally signed by Chuck Steele
Date: 2022.08.01 11:13:12 -05'00' Print Name: Chuck Steele

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

Next Level Supervisor (if applicable): Nathania Montes Digitally signed by Nathania Montes
Date: 2022.08.01 15:33:10 -05'00' Print Name: Nathania Montes

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.

"Zerrudo, Maria" <zerrudom@cod.edu>

FW: Please Process Check Requests

"Zerrudo, Maria" <zerrudom@cod.edu>

Tue, Aug 2, 2022 at 05:22 PM GMT

CC:

BCC:

From: Sekerka, Joyce <sekerkaj@cod.edu>

Sent: Tuesday, August 2, 2022 12:07 PM

To: Zerrudo, Maria <zerrudom@cod.edu>; Reichman, Loydeen <reichmanl@cod.edu>

Subject: Please Process Check Requests

Importance: High

Hi There,

Please process the two check requests. Ellen Roberts approved them to be released for tomorrow.

Please make sure they get picked up for the check run.

Thanks,

Joyce

Joyce Sekerka

Accounts Payable Supervisor

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

630-942-2293

Email: sekerkaj@cod.edu

Summer Hours: Fridays Closed beginning June 10,2022-August 12,2022

3 attachments

marquee event group.pdf

chicagos own maxwell.pdf

image001.jpg

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