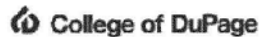


Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1085363
Vendor Name: GFOA
Invoice Number: 08/01/2022
Invoice Date: 8/1/2022
PO Number:
Check Number: 0301697
Check Amount: \$ 139.00
Check Date: 08/16/2022
Voucher Number: V0749434
Document Type: AP Invoice

Document Below



Accounts Payable Office

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: 8/1/2022 Vendor ID: 1085363 Vendor Name: GFOA - Government Finance Officers Association
 Payee Address: 203 N. LaSalle, #2700, Chic Payment Due Date: 8/8/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
08/01/2022	01-80-00757-5406001	Publications	139.00
Total			\$ 139.00

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:

2022 Electronic GAAFR (Member: David Virgilio)

Other Instructions:

PLEASE RETURN CHECK TO VERA HUMPHREY.

All requests will require the following approvals:

Requester: Vera Humphrey Digitally signed by Vera Humphrey
Date: 2022.08.01 08:38:13 -0500 Print Name: Vera Humphrey
 Budget Officer: David Virgilio Digitally signed by David P. Virgilio
Date: 2022.08.01 08:26:28 -0500 Print Name: David Virgilio

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 21.32A), 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.



Government Finance Officers Association

Order online at gfoa.org, by fax, or scan the completed form and email it to publications@gfoa.org.

Check here if you are faxing or scanning and emailing this form. (Faxes and emails are accepted only with credit card payment or purchase orders. DO NOT MAIL THE ORIGINAL.)

PLEASE PRINT OR TYPE:

Name DAVID VIRGILIO

Title CONTROLLER

Employer COLLEGE OF DUPAGE

Street Address (Please ship to PO Box) 425 FAWELL BLVD.

City/State/Zip GLENN ELLYN, IL 60137

Day Phone 630-942-3028 Fax 630-942-2097

Telephone VIRGILIO@COD.EDU

Email (Required)

☒ GFOA Member # 300185893 ☐ Nonmember

PUBLICATIONS
Full-time students and bookstores receive a 25 percent discount on all products, unless otherwise noted.

Terms: Upon receipt unless prepaid. Payment in U.S. dollars only. All billed orders must include a purchase order. Sorry, no exceptions. Remember to add the \$10 handling charge to your purchase order.

Payment Information (Please Check One)
Fees must be paid in U.S. dollars by check, credit card, or purchase order. Please do not submit duplicate copies.

☒ Payment by check: Payable to "Government Finance Officers Association"
Send to: GFOA • 203 N. LaSalle St. • Suite 2700 • Chicago, IL 60601-1210
Amount \$ 139.00

☐ Payment by credit card: scan and email the form to publications@gfoa.org; fax: 312-284-1224; or send to:
GFOA • 203 N. LaSalle St. • Suite 2700 • Chicago, IL 60601-1210

☐ Amex ☐ Discover ☐ MasterCard ☐ VISA Amount \$ _____

Name on Card _____

Account Number _____ Exp. Date (Mandatory) _____

Signature _____

☐ Please fill in: (Scan and email this form to publications@gfoa.org or fax: 312-284-1224)

P.O. No. _____
Also list invoice & purchase order numbers.



Government Finance Officers Association

203 North LaSalle Street, Suite 2700 • Chicago, Illinois 60601-1210 • 312-977-9700 • fax 312-284-1224 • gfoa.org

2022 Electronic GAAFR

Order Today!

Please submit your order online through GFOA's eStore at gfoa.org. If you are not able to order online, complete this order form and email it to publications@gfoa.org. Please note that there will be an additional charge of \$10 for orders placed using the PDF.

QUANTITY	PRICE
1	NEW! 2022 Electronic GAAFR (includes eBook file only) \$139.00

An email will be sent to the purchaser from psf@gfoa.org with instructions to download and install the eBook file.

ONLINE PRICE - \$129 members / \$189 nonmembers
EMAIL/FAX - \$139 members / \$199 nonmembers

* Quantity discounts are available - email publications@gfoa.org for details. No other discounts will apply.

SUBTOTAL	\$139.00
Less discount if applicable.	
Purchasers from Illinois add 10.25%, Washington, D.C. add 6% sales tax (unless exempt)	
Add handling charge (for all billed orders)	-10.00
Add shipping charge, if applicable	
TOTAL	\$139.00

For information on quantity pricing, email publications@gfoa.org.

"Humphrey, Vera" <humphreyv@cod.edu>

GFOA Check Request - GFOA GAAFR 2022

"Humphrey, Vera" <humphreyv@cod.edu>

Mon, Aug 1, 2022 at 01:51 PM GMT

CC: Virgilio, David <virgilio@cod.edu>

BCC:

Hi,

Please see attached. I am requesting that the check be returned to me for further handling.

Thank you.

Vera Humphrey

Administrative Assistant to the

Vice President of Administrative Affairs

College of DuPage 425 Fawell Blvd SRC 2130 Glen Ellyn, IL 60137

630-942-4285 (ph) 630-942-2297 (fax)

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

Attached Image

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

Tue, Aug 9, 2022 at 03:18 PM GMT

CC:

BCC:

1 attachment

0789_001.pdf