

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1672476  
Vendor Name: US DHHS PS Program Support Center  
Invoice Number: SBAHQ21SV000273  
Invoice Date: 10/20/2022  
PO Number:  
Check Number: 0307336  
Check Amount: \$ 308.91  
Check Date: 01/18/2023  
Voucher Number: V0764906  
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: \_\_\_\_\_ Vendor ID: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Payee Address: \_\_\_\_\_ Payment Due Date: \_\_\_\_\_

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
<b>Total</b>			<b>\$</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:

Other Instructions:

### All requests will require the following approvals:

Requester: \_\_\_\_\_ Print Name: \_\_\_\_\_

Budget Officer: \_\_\_\_\_ 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)**

## FY2022 SVOG grant - Dept 02825

### Earned Interest Calculation

				YTD Expenses per G/L	Incurred, but not posted to grant	YTD Payment Received				
JE#	Date pymt received	EOM	CY	(a)	(b)	Actual EOM balance c	(d)	Excess funds (d) - ©	Interest Rate	Interest Earned
J025458	8/31/2021	July	2021	-	49,509.03	49,509.03	856,601.00	807,091.97	0.01%	80.71
		August	2021	-	55,961.31	105,470.34	856,601.00	751,130.66	0.01%	75.11
		September	2021	-	57,338.70	162,809.04	856,601.00	693,791.96	0.01%	69.38
		October	2021	-	57,852.87	220,661.91	856,601.00	635,939.09	0.00%	-
J026578	11/17/2021	November	2021	37,853.82	55,255.35	313,771.08	1,284,901.98	971,130.90	0.01%	97.11
		December	2021	55,559.48	84,565.33	416,042.07	1,284,901.98	868,859.91	0.01%	86.89
		January	2022	68,734.28	56,000.64	485,217.51	1,284,901.98	799,684.47	0.00%	-
		February	2022	162,185.24	54,699.52	633,367.99	1,284,901.98	651,533.99	0.01%	65.15
		March	2022	800,231.04	-	800,231.04	1,284,901.98	484,670.94	0.01%	48.47
		April	2022	933,404.34	-	933,404.34	1,284,901.98	351,497.64	0.01%	35.15
		May	2022	1,033,962.06	-	1,033,962.06	1,284,901.98	250,939.92	0.10%	250.94
		June	2022	1,284,901.98	-	1,284,901.98	1,284,901.98	-	0.10%	-
Total interest earned								\$	808.91	

Amount can be spent for administrative expenses \$ 500.00

Amount due to SBA \$ **308.91**

#### Guidance

### Additional information on grant closeout process

What to do with interest earned exceeding \$500 per year

Per FAQ 153, a grantee must maintain their awards in interest bearing accounts, with a limit on interest earned on grant fund deposits of \$500 per year, as per 2 CFR 200.305. Any interest over \$500 must be remitted to the Department of Health and Human Services Payment Management System.

- What can grantees do with interest made from the SVOG funds that were in their bank account?

Interest up to \$500 per year may be kept for administrative expenses.

- What do grantees do with interest over \$500.00?



"Jursinic, Maki" <jursinicm@cod.edu>

---

**Please process this check request**

---

"Jursinic, Maki" <jursinicm@cod.edu>

Fri, Nov 11, 2022 at 10:05 PM GMT

CC:

BCC:

Thank you.

Maki Jursinic, CPA

Accounting Supervisor

College of DuPage

425 Fawell Blvd. Glen Ellyn, IL 60137-6599

Phone: 630-942-3156

Fax: 630-942-2297

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

---

**1 attachment**

MJ Check Request Form (SVOG Interest Earned) 11.11.2022.pdf