

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188209
Vendor Name: College of Dupage Foundation
Invoice Number: 03232023
Invoice Date: 3/23/2023
PO Number:
Check Number: 0310983
Check Amount: \$ 4,000.00
Check Date: 04/11/2023
Voucher Number: V0779886
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
Total			\$

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

> Printed on 3/23/23, 4:24 PM by halls115

AHST ◦ GLAI - GLA Transaction Inquiry ☆ ◦

General Ledger Number : 01-00-00000-2300005

Fiscal Year : 2023

GL Account Description : General : Deposit Due Foundation

Date Range

Source Code

	Reference No		Date	Description	Amount
1	<input type="text" value="A000050520"/>	<input type="button" value="📄"/>	<input type="text" value="02/28/2023"/>	<input type="text" value="Summary for session 67752"/>	<input type="text" value="-2,000.00"/>
2	<input type="text" value="0000034145"/>	<input type="button" value="📄"/>	<input type="text" value="02/14/2023"/>	<input type="text" value="Due to Foundation"/>	<input type="text" value="-164,380.00"/>
3	<input type="text" value="A000048319"/>	<input type="button" value="📄"/>	<input type="text" value="07/21/2022"/>	<input type="text" value="Summary for session 65012"/>	<input type="text" value="-2,000.00"/>
4	<input type="text"/>	<input type="button" value="📄"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="button" value="📄"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="button" value="📄"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="button" value="📄"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="button" value="📄"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="button" value="📄"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="button" value="📄"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="button" value="📄"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="button" value="📄"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sub-set total					<input type="text"/>
Total Actuals					<input type="text" value="-168,380.00"/>
Actuals pending posting					<input type="text" value="0.00"/>
Grand Total					<input type="text" value="-168,380.00"/>

"Hall, Shameica" <halls115@cod.edu>

FW: check request to pay Foundation \$4,000 for Pepsi funds

"Hall, Shameica" <halls115@cod.edu>

Thu, Mar 23, 2023 at 10:05 PM UTC

CC:

BCC:

Hello,

Please see the attached check request. Please process at your convenience.

Best Regards,

Shameica Hall

Accountant II - Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA

Phone 630.942.2678 | Fax 630.942.2297 | halls115@cod.edu

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

Sent: Thursday, March 23, 2023 5:04 PM

To: Hall, Shameica <halls115@cod.edu>

Cc: Vosicky, Judith <vosicky@cod.edu>

Subject: RE: check request to pay Foundation \$4,000 for Pepsi funds

Approved, thx!

David P. Virgilio, CPA

Controller – Financial Affairs

College of DuPage – Glen Ellyn, IL

phone (630) 942-3028 – fax (630) 942-2297

Spring 2023: M/T: Remote | W/Th/F: On Campus

Check out the Financial Affairs Team Site [Here](#)

From: Hall, Shameica <halls115@cod.edu>
Sent: Thursday, March 23, 2023 5:02 PM
To: Virgilio, David <virgiliod@cod.edu>
Cc: Vosicky, Judith <vosicky@cod.edu>
Subject: RE: check request to pay Foundation \$4,000 for Pepsi funds

Hi Dave,

Please review/approve the attached check request for the Foundation.

Best Regards,

Shameica Hall

Accountant II - Financial Affairs

College of DuPage

425 Fawell Blvd I SRC 2130 I Glen Ellyn, IL 60137-6599 I USA

Phone 630.942.2678 I Fax 630.942.2297 I halls115@cod.edu

From: Vosicky, Judith <vosicky@cod.edu>

Sent: Thursday, March 23, 2023 1:10 PM

To: Hall, Shameica <halls115@cod.edu>

Subject: check request to pay Foundation \$4,000 for Pepsi funds

Hi Shameica – Please prepare a check request to send the Foundation Pepsi funds received in July and February that are still in the liability 01-00-00000-2300005. These would be the two \$2,000 amounts. I knew the \$2,000 was recently received and with switching up this account number to Kevin for awhile the July payment never went to the Foundation – unless you remember doing and somewhere the check request never got processed?

Thank you,

Judy Vosicky

College of DuPage, Accounting Supervisor

425 Fawell Blvd.

Glen Ellyn, Illinois 60137-6599

630-942-2222

vosicky@cod.edu

2 attachments

SH 3-23-23 Check Request-Foundation Pepsi Funds.pdf

image001.jpg