

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1416947
Vendor Name: Chamber630
Invoice Number: 77880
Invoice Date: 3/30/2023
PO Number:
Check Number: E0094532
Check Amount: \$ 25.00
Check Date: 04/05/2023
Voucher Number: V0780473
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

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.

Check Request - Chamber630

"Frye, Tracey" <fryetr@cod.edu>

Fri, Mar 31, 2023 at 06:13 PM UTC

CC:

BCC:

Good afternoon,

Attached please find a check request for Dr. Caputo's registration for the May 11 Village of Woodridge State of the Village meeting. A copy of the registration invoice is attached.

Thank you!

Tracey Frye
Executive Assistant to the President
College of DuPage
425 Fawell Blvd. 1 SRC 2135 1 Glen Ellyn, IL 60137-6599
phone 630.942.2201 1 fax 630.942.2869 1 fryetr@cod.edu

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2 attachments

Village of Woodridge State of the Village Check Request Form 03.31.23 - with BWC sig.pdf

COD_State of Village.Breakfast Invoice.pdf

INVOICE

Invoice ID: 0500-1422-8841

Vendor	Chamber630
Created By	Tracey Frye [1040658 fryetr]
Create Date	03/31/2023

Invoice Information

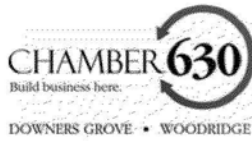
Vendor	Chamber630 [1416947]
Address	[f0e4430d-d27c-43ad-ac96-fdbbede3474c] 2001 Butterfield Rd. Ste 105 Downers Grove,IL 60515
Invoice Number	77880
Invoice Date	03/30/2023
Invoice Amount	25.00 USD

Invoice Notes

T Frye 03/31/2023 01:17 PM
Email address of sender: fryetr@cod.edu.
Email received timestamp: 03/31/2023 18:17 GMT

Expense Summary

Amount (USD)



Remit to:
2001 Butterfield Rd., Suite 105
Downers Grove, IL 60515
chamber630.com
630-968-4050

Brian Caputo
 COLLEGE OF DUPAGE
 425 Fawell Blvd., BIC 1645
 Glen Ellyn, IL 60137

INVOICE

Invoice No.

77880

Thank you for your support of Chamber630!

Member ID

10309

Invoice Date

3/30/23

	Qty.	Rate	Amount
FREE - RSVP	1.00	25.00	25.00
		Total	25.00
		Amt Paid	0.00
		Balance Due	25.00

Contributions or gifts to Chamber630, a 501 (c)(6) organization, are not tax deductible as charitable contributions for Federal income tax purposes. However they may be tax deductible under other provisions of the Internal Revenue Code. The Chamber is not a charity, but serves as an advocate organization for business.

Chamber630

Chamber630.com

2001 Butterfield Rd., Suite 105 - Downers Grove, IL 60515 - (630) 968-4050
 5 Plaza Drive, Suite 212 - Woodridge, IL 60517 - (630) 960-7080

"Frye, Tracey" <fryetr@cod.edu>

Check Request - Chamber630

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2 attachments

Village of Woodridge State of the Village Check Request Form 03.31.23 - with BWC sig.pdf

COD_State of Village Breakfast Invoice.pdf