

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1555049  
Vendor Name: Innovation Dupage  
Invoice Number: 1086  
Invoice Date: 6/30/2022  
PO Number:  
Check Number: E0094545  
Check Amount: \$ 14,575.00  
Check Date: 04/05/2023  
Voucher Number: V0780386  
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)**

## 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.

Innovation DuPage  
535 Duane St  
Glen Ellyn, IL 60137 US  
(630) 942-2316



## INVOICE

**BILL TO**

College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137 USA

**INVOICE #** 1086**DATE** 06/30/2022**DUE DATE** 07/22/2022**TERMS** Net 10

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/12/2022	Hours	ICAPS/ELA program. Hilary Burkinshaw. 103 hours teaching between 1/25/22 and 6/30/22	103	100.00	10,300.00
07/12/2022	Hours	ICAPS/ELA program. Doug Voegtli. 20 hours class preparation and 20 hours teaching between 3/1/22 and 6/30/2022	40	100.00	4,000.00
07/12/2022	Hours	Terra Klay. ICAPS/ELA program. 3/4 hour class prep and 2 hours teaching 6/28/22	2.75	100.00	275.00

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BALANCE DUE

**\$14,575.00**

"Barrios, Isabel" <barriosi142@cod.edu>

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Check Request Form ID 3.3.23-1 (003)\_MCC.pdf

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"Barrios, Isabel" <barriosi142@cod.edu>

Thu, Mar 30, 2023 at 06:06 PM UTC

CC:

BCC:

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**1 attachment**

Check Request Form ID 3.3.23-1 (003)\_MCC.pdf

**From:** [Virgilio, David](#)  
**To:** [Srock, Nancy](#); [Cassidy, Joe](#); [Zerrudo, Marivic](#)  
**Subject:** RE: Check Request Form ID 3.3.23-1 (003)\_MCC.pdf  
**Date:** Thursday, March 30, 2023 3:16:56 PM

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Hi Nancy & Marivic, there would be no PO or BO for this one, which is why there is a check request being used to request payment.

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](#)**

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**From:** Srock, Nancy <[srockn@cod.edu](mailto:srockn@cod.edu)>  
**Sent:** Thursday, March 30, 2023 3:16 PM  
**To:** Cassidy, Joe <[cassidyj1180@cod.edu](mailto:cassidyj1180@cod.edu)>; Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>  
**Subject:** FW: Check Request Form ID 3.3.23-1 (003)\_MCC.pdf

Thanks,  
Nancy

Nancy Srock  
Administrative Assistant  
to Joseph Cassidy, MBA, EdD  
Assistant VP of Economic Development, Dean of Continuing Education and Public Services

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**From:** Zerrudo, Marivic <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>  
**Sent:** Thursday, March 30, 2023 3:01 PM  
**To:** Srock, Nancy <[srockn@cod.edu](mailto:srockn@cod.edu)>  
**Subject:** FW: Check Request Form ID 3.3.23-1 (003)\_MCC.pdf

Hi Nancy,

Question, is there a PO or BO for this invoice since this is over \$500.00?

Thanks

**Marivic Zerrudo**  
**Accounts Payable Specialist**  
**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599  
phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

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**From:** Srock, Nancy <[srockn@cod.edu](mailto:srockn@cod.edu)>

**Sent:** Thursday, March 30, 2023 12:37 PM

**To:** Accounts Payable <[acctpay@cod.edu](mailto:acctpay@cod.edu)>

**Cc:** Cassidy, Joe <[cassidyj1180@cod.edu](mailto:cassidyj1180@cod.edu)>; Virgilio, David <[virgiliiod@cod.edu](mailto:virgiliiod@cod.edu)>

**Subject:** Check Request Form ID 3.3.23-1 (003)\_MCC.pdf

Good afternoon,

Please process the attached check request. If you have any questions, please let me know.

Thank you,  
Nancy

Nancy Srock  
Administrative Assistant  
to Joseph Cassidy, MBA, EdD  
Assistant VP of Economic Development, Dean of Continuing Education and Public Services