

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1026680
Vendor Name: Heartland Community College
Invoice Number: ITALY STUDY
Invoice Date: 5/1/2023
PO Number:
Check Number: 0311988
Check Amount: \$ 4,375.00
Check Date: 05/12/2023
Voucher Number: V0785319
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.



HEARTLAND
COMMUNITY COLLEGE

Date: May 1, 2023

Invoice: Italy Study Abroad

Bill To: College of DuPage

Attn: Sue Kerby
College of DuPage
425 Fawell BLVD.
Glen Ellyn, IL 60137

Participant	Amount
Nancy Obrutz	4375
Total Due	\$4,375

Make all checks payable to Heartland Community College, and include an attention to Zach Petrea.

If you have any questions concerning this invoice, please contact the Business Office:
(309)268-8140

Thank You!

"McKellin, Maren" <mckellin@cod.edu>

Check request - Heartland Italy

"McKellin, Maren" <mckellin@cod.edu>

Mon, May 1, 2023 at 06:59 PM UTC

CC: Kerby, Susan <kerbys@cod.edu>

BCC:

Please pay the attached.

Thanks,

Maren

From: Kerby, Susan <kerbys@cod.edu>
Sent: Monday, May 1, 2023 12:12 PM
To: McKellin, Maren <mckellin@cod.edu>
Subject: check request - Heartland Italy

Sign and submit. Thanks.

Sue Kerby

College of DuPage Field Studies/Study Abroad/Global Education

Coordinator of Study Abroad

1 attachment

Italy Heartland check request.pdf

From: [Virgilio, David](#)
To: McKellin, Maren; Stella, Toni; Sekerka, Joyce
Subject: RE: Field Studies/Study Abroad Auxiliary Over Budget
Date: Wednesday, May 10, 2023 3:18:18 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
Importance: High

Hi Joyce, wanted to get you involved in the conversation we're having with Maren about her international trip costs. Per this email, and based on the thread below, I am approving overriding budget errors that AP may encounter when processing against GL 05-60-00661-5505006, while Maren, Toni, and I work on transferring additional budget into the account.

Please let me know if you have any questions,

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: McKellin, Maren <mckellin@cod.edu>
Sent: Wednesday, May 10, 2023 3:04 PM
To: Stella, Toni <stellaa212@cod.edu>; Virgilio, David <virgilio@cod.edu>
Subject: RE: Field Studies/Study Abroad Auxiliary Over Budget

Thank you, Toni. It may not be that much but I didn't want to underestimate. We are being blocked in Chrome River/AP and things are being returned to us saying "insufficient funds." Can someone communicate this to Joyce Sekerka?

Thanks,
Maren

From: Stella, Toni <stellaa212@cod.edu>
Sent: Wednesday, May 10, 2023 1:25 PM
To: McKellin, Maren <mckellin@cod.edu>; Virgilio, David <virgilio@cod.edu>
Cc: Stella, Toni <stellaa212@cod.edu>
Subject: RE: Field Studies/Study Abroad Auxiliary Over Budget

Hi Maren,

I did not realize the amount of budget needed to support this request. We do not have an additional \$350k in the "contingency" account I wanted to use to fund this request and will need to adjust the amount of the budget transfer. Fortunately, travel lines can go into the negative, and if ever questioned, you can provide the perfect explanation below.

Let me look around at other budgets and I will get back with you. For now, continue to make travel related purchases.

Thanks,
Toni

From: McKellin, Maren <mckellin@cod.edu>
Sent: Wednesday, May 10, 2023 12:55 PM
To: Virgilio, David <virgilio@cod.edu>; Stella, Toni <stellaa212@cod.edu>
Subject: RE: Field Studies/Study Abroad Auxiliary Over Budget

Thank you both. Here is the Budget Transfer Form. Please let me know if you need anything else.

-Maren

From: Virgilio, David <virgilio@cod.edu>
Sent: Monday, May 8, 2023 11:21 AM
To: Stella, Toni <stellaa212@cod.edu>; McKellin, Maren <mckellin@cod.edu>
Subject: RE: Field Studies/Study Abroad Auxiliary Over Budget

Thanks Toni!

Maren, yes, to answer your question, ultimately, the amount that you end up spending will net against your gross revenues for the year, so that the correct net gain/loss gets carried into your ending fund balance to use for future years.

Budget-wise, we can't technically post a budget transfer between a revenue and an expense account, so what we end up doing in the year that you need more expense is we increase your expense budget and pull that from a sort of "contingency" budget that has available funds in the current year.

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: Stella, Toni <stellaa212@cod.edu>
Sent: Monday, May 8, 2023 10:49 AM

To: McKellin, Maren <mckellin@cod.edu>; Virgilio, David <virgilio@cod.edu>
Cc: Stella, Toni <stellaa212@cod.edu>
Subject: RE: Field Studies/Study Abroad Auxiliary Over Budget
Importance: High

Hi Maren,

I can assist with the Budget Transfer. Please forward the budget transfer to me indicating the budget needed in each GL account(s). Also, you can always send me an email if you have any budget-related issues including those which include needing additional budget.

Thank you,

Toni Stella
Budget Manager | Budget Office
College of DuPage
425 Fawell Blvd. | SRC 2130J | Glen Ellyn, IL 60137-6599 | USA
Phone 630.942.3271 | Fax 630.942.2297 | stellaa212@cod.edu

Working remotely Monday, Tuesday, and Friday.

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From: McKellin, Maren <mckellin@cod.edu>
Sent: Monday, May 8, 2023 9:26 AM
To: Virgilio, David <virgilio@cod.edu>; Stella, Toni <stellaa212@cod.edu>
Subject: RE: Field Studies/Study Abroad Auxiliary Over Budget

Thank you, Dave. And just for my own understanding, the amount you transfer will eventually come from our revenue, right?

From: Virgilio, David <virgilio@cod.edu>
Sent: Monday, May 8, 2023 9:19 AM
To: McKellin, Maren <mckellin@cod.edu>; Stella, Toni <stellaa212@cod.edu>
Subject: RE: Field Studies/Study Abroad Auxiliary Over Budget

Hi Maren, we have an account in Fund 05 that has available budget in it. If you can start a budget transfer request form by including the account number(s) that you need to have budget added, and include the amounts, then send it my way, I can take a look at it and then finish the form with the other account.

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: McKellin, Maren <mckellin@cod.edu>
Sent: Monday, May 8, 2023 9:02 AM
To: Virgilio, David <virgilio@cod.edu>; Stella, Toni <stellaa212@cod.edu>
Subject: Field Studies/Study Abroad Auxiliary Over Budget
Importance: High

Good morning,

Dave, I know you and I spoke about this a couple months back when I anticipated this. You asked me how much I anticipated needing and I'm still not completely sure since (as you know) our summer term spans two fiscal years and some payments I make after July 1.

Please let me know what I need to do. There are some payments blocked right now since we are overbudget.

You can see that our revenue far exceeded what we budgeted and since this is an auxiliary with pass-through funds, I need access to some of that to make our payments.

00661 AUX Field & Exp Learning	Budget	Actuals	Encumbrances	Remaining	% Received/Spent	Financial Health
Revenue	\$782,500.00	\$1,177,506.65	\$0.00	-\$395,006.65	150 %	
440 Student Tuition and Fees	\$782,500.00	\$1,177,506.65	\$0.00	-\$395,006.65	150 %	

These are the GLs most affected:

550 Travel & Conference/Meet Exp	\$775,000.00	\$797,426.19	\$0.00	-\$22,426.19	103 %
05-60-00661-5501002 AUX Field & Exp Learning : On-Campus Conf & Mtgs	\$0.00	\$0.00	\$0.00	\$0.00	0 %
05-60-00661-5502005 AUX Field & Exp Learning : In-State Conference Costs	\$0.00	\$2.83	\$0.00	-\$2.83	101 %
05-60-00661-5502006 AUX Field & Exp Learning : In-State Travel Costs	\$50,000.00	\$22,439.72	\$0.00	\$27,560.28	45 %
05-60-00661-5502007 AUX Field & Exp Learning : In-State Vehicle Usage Expense	\$0.00	\$148.11	\$0.00	-\$148.11	101 %
05-60-00661-5503005 AUX Field & Exp Learning : Out-of-State Conference Costs	\$0.00	\$0.00	\$0.00	\$0.00	0 %
05-60-00661-5503006 AUX Field & Exp Learning : Out-of-State Travel Costs	\$250,000.00	\$114,320.02	\$0.00	\$135,679.98	46 %
05-60-00661-5503007 AUX Field & Exp Learning : Out-of-State Vehicle Usage Exp	\$0.00	\$5,028.32	\$0.00	-\$5,028.32	101 %
05-60-00661-5505005 AUX Field & Exp Learning : International Conference Costs	\$0.00	\$114.27	\$0.00	-\$114.27	101 %
05-60-00661-5505006 AUX Field & Exp Learning : International Travel Costs	\$475,000.00	\$655,372.92	\$0.00	-\$180,372.92	128 %

I appreciate your assistance with this.

Thanks,
Maren



Maren McKellin
Manager

Field and Experiential Learning|Study Abroad|Global Education

mckellin@ou.edu

(309) 942-3762


College of Outrage

425 Fawell Blvd.

Chen Elym, IL 62037



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 Hear my name