

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1269729
Vendor Name: Alpha Mu Gamma National
Invoice Number: 2023
Invoice Date: 5/1/2023
PO Number:
Check Number: 0312348
Check Amount: \$ 410.00
Check Date: 06/06/2023
Voucher Number: V0785970
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.



Alpha Mu Gamma Purchase Order & Invoice 2023

CHAPTER CONTACT INFORMATION

| | | | |
|-------------------|-------------------|------------------|--------------------------------|
| AMG Chapter: | Nu Alpha | Chapter Advisor: | Bonnie Loder, Shingo Satsutani |
| Full School Name: | College of DuPage | Advisor E-Mail: | satsutan@cod.edu |

PURCHASE ORDER & INVOICE CONTACT INFORMATION

| | | | | | |
|---------------------------------|--|------------------|------------------------|------------------------|-----------------------------|
| Your Name: | SHINGO SATSUTANI | Today's Date: | 4/14/2023 | | |
| Your E-Mail: | satsutan@cod.edu | Contact Phone #: | 630-942-2019 | | |
| Mailing Address For This Order: | College of DuPage, 425 Fawell Blvd. Glen Ellyn, IL 60137 | | Indicate quantity ↓ | Multiply by price ↓ | Result is the subtotal ↓ |

MEMBERSHIP CERTIFICATES

| | | | |
|--|----|---------|-----|
| • Full Student Member....(may serve as a Chapter Officer & apply for AMG scholarships) → | 11 | \$30.00 | 330 |
| • Associate Student Member.....(does not yet fulfill all requirements for full membership) → | | \$10.00 | |
| • Faculty Member....(for faculty who teach foreign languages at any Chapter's institution) → | | \$10.00 | |
| • Honorary Member.....(for people who have significantly helped a Chapter in its mission) → | | \$10.00 | |

HONOR CORDS

| | | | |
|--|--|---------|--|
| • AMG Honor Cords.....(approximately four feet in length, double-stranded, golden color) → | | \$10.00 | |
|--|--|---------|--|

PINS

(Write quantity for each kind; then add all as one total on right) →

| | | | | | | | |
|---------------|----------------|---------------|---------------|---------------|----|--------|----|
| • AMG =11 | • Pendant = | • French = | • German = | • Spanish = | 11 | \$5.00 | 55 |
| • President = | • Vice-Pres. = | • Treasurer = | • Secretary = | • Historian = | | | |

POSTERS (National Foreign Language Week) (add as one total on right) →

| | | | | |
|------------------------------|-------------------------------|---|---------|----|
| • Poster (w/dates printed) = | • Poster (no dates shown) = 1 | 1 | \$10.00 | 10 |
|------------------------------|-------------------------------|---|---------|----|

T-SHIRTS

(Write quantity for each kind; then add all as one total on right) →

| | | | | | | |
|-----------|------------|-----------|-------------|--|---------|--|
| • Small = | • Medium = | • Large = | • X-Large = | | \$15.00 | |
|-----------|------------|-----------|-------------|--|---------|--|

ADDITIONAL ITEMS

| | | | |
|--|--|----------|--|
| • AMG Banner.....(made of flexible material, measuring 4 ft. x 6 ft., golden color) → | | \$125.00 | |
| • AMG Tote Bags.....(made of sturdy cloth, printed with “AMG” and the Golden Bough) → | | \$10.00 | |
| • AMG License Plate Frames.....(made of hard plastic, black, with gold lettering) → | | \$5.00 | |
| • AMG Pledge Ribbons.....(made of synthetic material, “AMG” lettering, golden color) → | | \$1.00 | |

SHIPPING & HANDLING

| | | | |
|---|---|---------|---------|
| • Shipping & Handling....(all orders, no matter how large or small, pay just one fee of \$15) → | 1 | \$15.00 | \$15.00 |
|---|---|---------|---------|

DONATIONS (AMG is a 100%, non-profit, registered charity: EIN 37-1838557)

| Quantity | Cost Per | Subtotal |
|---|---------------------------------|----------|
| • All donations will be used to help fund our scholarships (we give out \$4,000 yearly) → | Donate any amount. Thank you! → | |

PURCHASE ORDER & INVOICE GRAND TOTAL

(Add together all the subtotal sections, plus \$15 for Shipping & Handling, and enter the grand total on right) →

Grand Total
410

PLACING YOUR ORDER

To place your order, please use only e-mail. Send both pages of this form to the Treasurer, Matt Borden, at mborden@carthage.edu.

If you have questions about merchandise availability, you can visit the website: www.amgnational.org/store.html.

Now ask Amazon to donate to AMG! This costs you nothing! Just select AMG as your preferred charity on www.smile.amazon.com.

PAYMENT METHODS

Option 1: Use Zelle to send an e-payment from your bank to AMG. Send Zelle funds to the National Treasurer: mborden@carthage.edu. When using Zelle, please add your school name for proper credit.

Option 2: Send this page with a check (payable to "Alpha Mu Gamma National") to the AMG Treasurer: Matt Borden, Carthage College, 2001 Alford Park Drive, Kenosha WI, 53140.

CHAPTER INITIATION CEREMONY

| AMG Chapter: | Nu Alpha | Chapter Advisor: | Bonnie Loder, Shingo Satsutani | |
|--------------|-------------------|------------------|--------------------------------|-----------------|
| School Name: | College of DuPage | Ceremony Date: | 4/28/2023 | |
| Nº | Last Name | First Name | Language | Membership Type |
| 1 | Culbreath | Tanea | Spanish | Full |
| 2 | Falcocchio | Mara | English | Full |
| 3 | Gordon | Katherine | French | Full |
| 4 | Lizler | Michal | English | Full |
| 5 | Lopez Maldonado | Ricardo | English | Full |
| 6 | Michael | Jonathon | Japanese | Full |
| 7 | Nigito | Juliana | Spanish | Full |
| 8 | Andler Pascual | Ian | Japanese | Full |
| 9 | Porro | Zachary | Spanish | Full |
| 10 | Poulos | George | French & German | Full |
| 11 | Thiel | Rita | Spanish | Full |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
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| 25 | | | | |

CHAPTER ACTIVITIES THIS YEAR

(Please describe briefly your chapter's activities during the past year. This information will be added to the AMG Newsletter)

"Rangel Gutierrez, Jacqueline" <rangelj7781@cod.edu>

AMG Check Request

"Rangel Gutierrez, Jacqueline" <rangelj7781@cod.edu>

Wed, May 3, 2023 at 01:43 PM UTC

CC:

BCC:

Thank you,

Jacqueline Rangel

Office of Student Life

Front Desk Specialist

College of DuPage

425 Fawell Blvd. Glen Ellyn, IL 60137

630.942.3733 | SSC 1217 | rangelj7781@cod.edu

1 attachment

Check Request AMG 2023 CS.pdf