

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1690579
Vendor Name: MAS Media Consulting LLC
Invoice Number: 050323
Invoice Date: 5/3/2023
PO Number:
Check Number: 0312478
Check Amount: \$ 350.00
Check Date: 06/06/2023
Voucher Number: V0785752
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: 5/3/2023 Vendor ID: 1690579 Vendor Name: Michael Spikes (DBA MAS Media Consulting, LLC)
 Payee Address: 8316 Kedvale Avenue, Skokie, Illinois 60076 Payment Due Date: 5/8/2023

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
	10-99-99598-2900099	Info Literacy Summit (Library)	350.00
Total			\$ 350.00

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:

21st information literacy summit

Other Instructions:

All requests will require the following approvals:

Requester: Julie Taylor Digitally signed by Julie Taylor
Date: 2023.05.04 14:10:45 -05'00' Print Name: Julie Taylor
 Budget Officer: Jennifer McIntosh Digitally signed by Jennifer McIntosh
Date: 2023.05.05 10:17:37 -05'00' Print Name: Jennifer McIntosh

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.



[We'd love your feedback!](#)

[Post-Summit Survey](#)



Information Literacy Summit

Home

[About](#)

[Program](#)

[Travel](#)

[Register](#)

21st Annual Illinois Information Literacy Summit

Friday, April 28, 2023

8:30 am - 3:30 pm

Jack H. Turner Conference Center

Student Resource Center (SRC) 2000

College of DuPage, Glen Ellyn, IL

Presented by College of DuPage Library and DePaul University Library

with generous support from the RAILS Continuing Education Event Grant program



[We'd love your feedback!](#)[Post-Summit Survey](#)

Information Literacy Summit

[Home](#)[About](#)[Program](#)[Travel](#)[Re](#)

**STRONGER
TOGETHER:**
INTERDISCIPLINARY
PERSPECTIVES ON
MEDIA &
INFORMATION
LITERACY



Watch the Opening Keynote

Stronger Together: Interdisciplinary Perspectives on Media and Information Literacy



[We'd love your feedback!](#)[Post-Summit Survey](#)[Information Literacy Summit](#)[Home](#)[About](#)[Program](#)[Travel](#)[Register](#)

Stronger Together: Interdisciplinary Perspectives on Media & Information Literacy

Panelists

Stefanie Z. Demetriades *Assistant Professor, College of Communication, DePaul University and Co-Director, Center for Media Psychology & Social Influence, Northwestern University*

Cathy Gottlieb *Library Director, Naperville Central High School*

Tish Hayes *Information Literacy Librarian, Moraine Valley Community College*

Cate Levinson *Youth Services Librarian, Niles-Maine District Library*

Moderator

Michelle Oh *Associate Professor, Librarian for Open Access and Equity, Oakton College*



[We'd love your feedback!](#)[Post-Summit Survey](#)[Information Literacy Summit](#)[Home](#)[About](#)[Program](#)[Travel](#)[Reg](#)

Making Sense of Media: A Framework for Media Literacy & Introductions to News Media Literacy

Michael Spikes *Co-founder, Illinois Media Literacy Coalition*

Watch the Closing Keynote

[Making Sense of Media: A Framework for Media Literacy and Introductions to News Media Literacy](#)





We'd love your feedback!

Post-Summit Survey



Information Literacy Summit

Home

About ▼

Program ▼

Travel

Reg



Connect With Us



© 2023 Information Literacy Summit



"Taylor, Julie" <taylorj410@cod.edu>

Spikes honorarium

"Taylor, Julie" <taylorj410@cod.edu>

Mon, May 15, 2023 at 04:40 PM UTC

CC:

BCC:

Hi Invoicing,

Attached is a check request for an honorarium for M. Spikes.

Please process.

Thanks,

Julie

1 attachment

Spikes 4.28.23.pdf