

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188209
Vendor Name: College of Dupage Foundation
Invoice Number: 06062023
Invoice Date: 6/6/2023
PO Number:
Check Number: 0312921
Check Amount: \$ 500.00
Check Date: 06/20/2023
Voucher Number: V0789081
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.

Mejia, Jelymar

From: Born, Sarah
Sent: Monday, June 5, 2023 2:10 PM
To: Mejia, Jelymar
Cc: Petges, Nancy
Subject: RE: SNA budget

Follow Up Flag: Follow up
Flag Status: Flagged

Great! Thanks so much. Yes please issue the move of Spring 2023 scholarship money now that fall has been resolved. Also, I will be sending you a student reimbursement soon.

From: Mejia, Jelymar <mejiaj742@cod.edu>
Sent: Monday, June 5, 2023 1:56 PM
To: Born, Sarah <borns@cod.edu>
Cc: Petges, Nancy <petgesn@cod.edu>
Subject: RE: SNA budget

Hi Sarah,

Both the Follett's PO and the scholarship money have been processed and released. I will be picking up the scholarship check and delivering it to the Foundation office this week. We can process the Spring scholarship now if you would like. I just need an email with your request to submit with the check request.

I have attached the account activity here. The way I understand encumbrances is they are PO's that were released but the vendors have not submitted invoices. Jacqueline has seen them more often so I will ask her what to do with them.

Thanks,
Jelymar

From: Born, Sarah <borns@cod.edu>
Sent: Monday, June 5, 2023 1:29 PM
To: Mejia, Jelymar <mejiaj742@cod.edu>
Cc: Petges, Nancy <petgesn@cod.edu>
Subject: RE: SNA budget

Hi Jelymar
Just following up on our last conversation.

From: Mejia, Jelymar <mejiaj742@cod.edu>
Sent: Tuesday, May 16, 2023 1:18 PM
To: Born, Sarah <borns@cod.edu>
Cc: Petges, Nancy <petgesn@cod.edu>
Subject: RE: SNA budget

Hi Sarah,

"Mejia, Jelymar" <mejiaj742@cod.edu>

Check request form - SNA Scholarship SP23

"Mejia, Jelymar" <mejiaj742@cod.edu>

Tue, Jun 6, 2023 at 06:20 PM UTC

CC:

BCC:

Please find the Check request form for the SNA Spring 2023 scholarship fund attached.

Jelymar Mejia (she/her)

Student Club Specialist

Advisor, Student Leadership Council

Secretary, Illinois Community College Student Activities Association

College of DuPage

Student Services Center (SSC)

425 Fawell Blvd. | Glen Ellyn, IL 60137

My Themes: Communication*WOO*Significance*Positivity*Developer

1 attachment

Check Request Form - SNA SP23 scholarship JM CS.pdf