

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087636
Vendor Name: Carol Stream Postmaster
Invoice Number: 843779
Invoice Date: 6/16/2023
PO Number:
Check Number: 0313041
Check Amount: \$ 6,220.30
Check Date: 06/26/2023
Voucher Number: V0790340
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.



INVOICE

Invoice #	Invoice Date
843779	06/16/2023
Sales Rep: Rick Smolke	
Customer#: 21957	
Page : 1 of 1	

Tax Exempt:E9997-3391-06

BILL TO:

College of DuPage
425 Fawell Boulevard
Glen Ellyn,IL 60137

SHIP TO:

College of DuPage
425 Fawell Boulevard
Glen Ellyn,IL 60137

Attn:

Ref/PO#

Customer's Terms	Customer's Phone	Customer's Fax	Customer Contact	Purchase Order #	Customer Service Rep.
Net 30 Day	(630) 942-2263		Janey Sarther		Vince Ursetta
Quantity	Description				

1 Warhol Mailer -

Description: Postage for mailer

Check payable to: Carol Stream Postmaster

Ship Via	Sub-Total	Tax Rate %	Tax	Freight	Deposit	Amount Due
Delivery	6,220.30	0.000		0.00	0.00 \$	6,220.30

Thank You

"Zerrudo, Marivic" <zerrudom@cod.edu>

FW: Manual Check Requests - Louis Glunz & Carol Stream Postmaster

"Zerrudo, Marivic" <zerrudom@cod.edu>

Mon, Jun 26, 2023 at 02:30 PM UTC

CC:

BCC:

From: Sekerka, Joyce <sekerkaj@cod.edu>

Sent: Monday, June 26, 2023 7:31 AM

To: Zerrudo, Marivic <zerrudom@cod.edu>

Subject: FW: Manual Check Requests - Louis Glunz & Carol Stream Postmaster

Hi Marivic,

Can you please process these three check requests approved by Ellen Roberts to be paid this week?

Thanks,

Joyce

Joyce Sekerka

Accounts Payable Supervisor

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

630-942-2293

Email: sekerkaj@cod.edu

College Closed Fridays 6/9/23-8/11/23

From: Roberts, Ellen <roberts@cod.edu>
Sent: Thursday, June 22, 2023 7:37 AM
To: Humphrey, Vera <humphreyv@cod.edu>
Cc: Junokas, Molly <junokasm@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Subject: RE: Manual Check Requests - Louis Glunz & Carol Stream Postmaster

Good morning, Vera –

Attached please find the approved requests.

Thank you,

Ellen

Ellen M. Roberts

Vice President, Administrative Affairs

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

roberts@cod.edu

630-942-2218

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Wednesday, June 21, 2023 3:23 PM
To: Roberts, Ellen <roberts@cod.edu>
Cc: Junokas, Molly <junokasm@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Subject: FW: Manual Check Requests - Louis Glunz & Carol Stream Postmaster

Hi Ellen,

For your approval.

Thank you,

Vera Humphrey

Administrative Assistant to the

Vice President of Administrative Affairs

College of DuPage 425 Fawell Blvd SRC 2130 Glen Ellyn, IL 60137

630-942-4285 (ph) 630-942-2297 (fax)

From: Junokas, Molly <junokasm@cod.edu>
Sent: Wednesday, June 21, 2023 3:05 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Cc: McGowan, Ellen <mcgowan@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>; Accounts Payable <acctpay@cod.edu>
Subject: Manual Check Requests - Louis Glunz & Carol Stream Postmaster

Hi Vera,

I hope you are doing well. Please see attached for 3 manual check requests for Ellen Roberts's review and approval. To summarize:

1. **Louis Glunz \$580.00** – Liquor invoice, needs to be paid within 30 days per our liquor license & we cannot wait until next check run
2. **Louis Glunz \$724.00** - Liquor invoice, needs to be paid within 30 days per our liquor license & we cannot wait until next check run
3. **Carol Stream Postmaster \$6220.30** – this is a postage check for a Warhol programming brochure going out in the mail. The printer needs the postage money prior to dropping the shipment, and we would like to mail these as soon as possible in order to get the most use out of the printed piece as we can.

Joyce & A/P team, pending Ellen's approval, we would like to pick up these checks as soon as possible. As a note, the 2 Louis Glunz invoices were sent to invoicing@cod.edu, so they are in the Chrome River system already.

Please let me know if you have any questions or need additional information.

All the best,

Molly Junokas

McAninch Arts Center, College of DuPage

630-942-3042 | junokasm@cod.edu

3 attachments

image002.jpg

image001.jpg

Carol Stream Postmaster Quik Impressions Inv 843779 6220.30 Postage Warhol Mailer 2nd Print 06-16-23.pdf