

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084121  
Vendor Name: DAOES  
Invoice Number: 7-28-23  
Invoice Date: 9/26/2023  
PO Number:  
Check Number: E0097467  
Check Amount: \$ 35,755.00  
Check Date: 10/04/2023  
Voucher Number: V0803211  
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
<b>Total</b>			<b>\$</b>

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](mailto: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.

College of DuPage - Financial Affairs  
Journal Entry (JE)

Reversal: No			Reversal Date:	n/a	FY: 2024
Month End Date: 7/31/2023					
JE Row #	Colleague Account Number	Account Description	Debit	Credit	Additional Description
	01-80-00757-5904999	Financial Affairs : Balance Claim on Cash-Offsets	-		
	05-60-00529-5904999	AUX Misc Auxillary Services : Balance Claim on Cash-Offsets		-	
1	01-00-00000-1100201	General : ILFUNDS	35,755.00		
2	10-99-99286-2900099	Daoes/ISBE Payments : Funds Held in Custody of Othr		35,755.00	
TOTALS	JE Description (30 character limit): DAOES Payment rec'd 7-28-2023		35,755.00	35,755.00	-
Description: ISBE payment rcv'd 7/28/2023: 19-022-5020-46 CTEI (3220) , 00, \$35,755					
Entered By: Tiana Baymon 			Date Entered:	8/1/2023	JE Number: J029543
Prepared By:		Sheila Wagner	Date Prepared:	8/1/2023	Reversal JE Number:
Approved By: David Virgilio 			Date Approved:		



# Account History Information

Account: 7139100577

Fund: ILLINOIS LGIP

DUPAGE COMMUNITY COLLEGE DIST 502  
ATTN SCOTT BRADY  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6708

Description	Confirmation Date	Trade Date	Shares	Price	Total Amount	Balance	ISBE CTE
SHARES PURCHASED - WIRE	07/28/2023	07/28/2023	35,755.000	\$1.00	\$35,755.00 +	61,756.500	
SAME DAY WIRE REDEMPTION	07/27/2023	07/27/2023	3,985,637.870	\$1.00	\$3,985,637.87 -	26,001.500	
SHARES PURCHASED - WIRE	07/27/2023	07/27/2023	26,001.500	\$1.00	\$26,001.50 +	4,011,639.370	
SHARES PURCHASED - WIRE	07/24/2023	07/24/2023	13,864.000	\$1.00	\$13,864.00 +	3,985,637.870	
SHARES PURCHASED - WIRE	07/24/2023	07/24/2023	376,391.000	\$1.00	\$376,391.00 +	3,971,773.870	
SHARES PURCHASED - WIRE	07/20/2023	07/20/2023	2,226,739.350	\$1.00	\$2,226,739.35 +	3,595,382.870	
SHARES PURCHASED - WIRE	07/19/2023	07/19/2023	10,290.000	\$1.00	\$10,290.00 +	1,368,643.520	
SHARES PURCHASED - WIRE	07/13/2023	07/13/2023	1,680.000	\$1.00	\$1,680.00 +	1,358,353.520	
SHARES PURCHASED - WIRE	07/13/2023	07/13/2023	15,275.000	\$1.00	\$15,275.00 +	1,356,673.520	
SHARES PURCHASED - WIRE	07/13/2023	07/13/2023	10,075.000	\$1.00	\$10,075.00 +	1,341,398.520	
SHARES PURCHASED - WIRE	07/13/2023	07/13/2023	21,202.000	\$1.00	\$21,202.00 +	1,331,323.520	
SHARES PURCHASED - WIRE	07/12/2023	07/12/2023	12,217.000	\$1.00	\$12,217.00 +	1,310,121.520	
SHARES PURCHASED - WIRE	07/12/2023	07/12/2023	57,789.000	\$1.00	\$57,789.00 +	1,297,904.520	
SHARES PURCHASED - WIRE	07/12/2023	07/12/2023	2,745.000	\$1.00	\$2,745.00 +	1,240,115.520	
SHARES PURCHASED - WIRE	07/12/2023	07/12/2023	12,065.000	\$1.00	\$12,065.00 +	1,237,370.520	
SHARES PURCHASED - WIRE	07/07/2023	07/07/2023	824,562.470	\$1.00	\$824,562.47 +	1,225,305.520	
INCOME REINVEST	06/30/2023	06/30/2023	101.550	\$1.00	\$101.55 +	400,743.050	
SHARES PURCHASED - WIRE	06/30/2023	06/30/2023	323,624.500	\$1.00	\$323,624.50 +	400,641.500	
SHARES PURCHASED - WIRE	06/26/2023	06/26/2023	1,618.000	\$1.00	\$1,618.00 +	77,017.000	
SHARES PURCHASED - WIRE	06/26/2023	06/26/2023	8,669.000	\$1.00	\$8,669.00 +	75,399.000	
SHARES PURCHASED - WIRE	06/26/2023	06/26/2023	66,730.000	\$1.00	\$66,730.00 +	66,730.000	
INCOME DIVIDEND CASH	06/20/2023	06/20/2023	0.000	\$0.00	\$2,036.07	0.000	
SAME DAY WIRE REDEMPTION	06/20/2023	06/20/2023	1,087,624.110	\$1.00	\$1,087,624.11 -	0.000	
SHARES PURCHASED - WIRE	06/16/2023	06/16/2023	22,506.570	\$1.00	\$22,506.57 +	1,087,624.110	
SHARES PURCHASED - WIRE	06/08/2023	06/08/2023	845,286.730	\$1.00	\$845,286.73 +	1,065,117.540	
SHARES PURCHASED - WIRE	06/07/2023	06/07/2023	3,515.000	\$1.00	\$3,515.00 +	219,830.810	
SHARES PURCHASED - WIRE	06/06/2023	06/06/2023	3,635.000	\$1.00	\$3,635.00 +	216,315.810	
INCOME REINVEST	05/31/2023	05/31/2023	180.810	\$1.00	\$180.81 +	212,680.810	
SHARES PURCHASED - WIRE	05/26/2023	05/26/2023	2,000.000	\$1.00	\$2,000.00 +	212,500.000	
SHARES PURCHASED - WIRE	05/26/2023	05/26/2023	10,500.000	\$1.00	\$10,500.00 +	210,500.000	
SHARES PURCHASED - WIRE	05/26/2023	05/26/2023	200,000.000	\$1.00	\$200,000.00 +	200,000.000	
INCOME DIVIDEND CASH	05/17/2023	05/17/2023	0.000	\$0.00	\$5,024.83	0.000	
SAME DAY WIRE REDEMPTION	05/17/2023	05/17/2023	3,267,631.920	\$1.00	\$3,267,631.92 -	0.000	



## VENDOR WARRANT DETAIL

[RETURN HOME](#)[VENDOR SUMMARY](#)[CONTRACT SEARCH](#)[PAYMENTS SEARCH](#)[PAYMENTS ISSUED](#)[PENDING PAYMENTS](#)[PAYMENTS NOTIFICATIONS](#)[Return Back](#)

Warrant/EFT#: EF 0013895

Fiscal Year	2024	Issue Date	07/27/23	
Warrant Total	\$35,755.00	Warrant Status		
Agency	Contract	Invoice	Voucher	Agency Amount
586 - STATE BOARD OF EDUCATION		0000128348	300128348	\$35,755.00

### IOC Accounting Line Details

Fund	Agency	Organization	Appropriation	Object	Amount	Appropriation Name
0001	586	18	49002700	4474	\$35,755.00	CAREER & TECHNICAL EDUCATION

### Agency Contact Information

217-785-8777

[Click here for assistance with this screen.](#)

[EMPLOYMENT](#)[PRIVACY POLICY](#)[IDENTITY PROTECTION POLICY](#)[COMPTROLLER PPB](#)[EXECUTIVE INSPECTOR GENERAL](#)[FOIA](#)[CONTACT US](#)



DuPAGE AREA

**DAOES**

OCCUPATIONAL EDUCATION SYSTEM

301 SOUTH SWIFT ROAD • ADDISON, ILLINOIS 60101-1499 • (630)620-8770

May 18, 2001

Mr. Tom Ryan  
Vice President of Administrative Affairs  
College of DuPage  
425 22<sup>nd</sup> Street  
Glen Ellyn, IL 60137

Dear Tom:

At its May 17, 2001 meeting the DAOES Board approved the Intergovernmental Agreement Between DAOES and the College of DuPage. Attached are two originals of the agreement.

Thanks for your assistance in working with your Board in getting this approved. If I can be of any assistance to you or your staff as you take on the role represented by this agreement, please do not hesitate to contact me.

Sincerely,

Bruce E. Andersen  
Director

**INTERGOVERNMENTAL AGREEMENT BETWEEN DAOES  
AND THE COLLEGE OF DUPAGE**

WHEREAS, the DuPage Area Occupational Education System ("DAOES") is a vocational education program organized pursuant to Section 10-22.31a of the *Illinois School Code*, 105 ILCS 5/10-22.31a, serving students in DuPage County.

WHEREAS, DAOES may designate an administrative district to act as fiscal and legal agent for the districts that are parties to the joint agreement under which DAOES operates.

WHEREAS, pursuant to the *Illinois Intergovernmental Cooperation Act*, 5 ILCS 220/1, *et seq.*, DAOES may enter into an agreement with another public entity designating that entity to serve as the fiscal and legal agent for DAOES.

WHEREAS, the College of DuPage, Cook, DuPage and Will Counties, Illinois, by and through its governing Board of Trustees, has agreed to serve as the legal and fiscal agent for DAOES.

NOW, THEREFORE be it resolved by the Board of Directors of DAOES and the Board of Trustees of the College of DuPage:

Section 1. The Board of Directors of DAOES hereby appoints the College of DuPage, DuPage County, Illinois, as the administrative district serving as DAOES' fiscal and legal agent.

Section 2. The Board of Trustees of the College of DuPage hereby accepts appointment as the administrative district serving as DAOES' fiscal and legal agent.

Section 3. All prior appointments of service as the administrative district acting as fiscal and legal agent for DAOES are hereby revoked effective upon the execution of this Agreement.

Section 4. This Agreement shall remain in effect, and the College of DuPage shall continue to serve as fiscal and legal agent for DAOES, unless and until either party provides the



other with one hundred eighty (180) days written notice of intent to resign or replace the College of DuPage as fiscal and legal agent for DAOES.

Section 5. Any notice served in connection with this Agreement shall be sent via certified mail to the following individuals:

If to DAOES: Director  
DuPage Area Occupational Education System  
301 S. Swift Road  
Addison, Illinois 60101

If to College of DuPage: Tom Ryan  
Vice President of Administrative Affairs  
College of DuPage  
425 22nd Street  
Glen Ellyn, Illinois 60137

Section 6. This Agreement shall become effective upon adoption by the duly authorized Boards of both DAOES and the College of DuPage.

BOARD OF DIRECTORS OF  
DUPAGE AREA OCCUPATIONAL  
EDUCATION SYSTEM, DUPAGE  
COUNTY ILLINOIS

By: William F. Beck

Its: PRESIDENT

Attest: Bruce E. Smith

Date: 5/17/01

BOARD OF TRUSTEES OF  
COLLEGE OF DUPAGE, COOK,  
DUPAGE and WILL COUNTIES,  
AND STATE OF ILLINOIS

By: Mary Little King  
Its: 5/9/01

Attest: Karen V. Sylvester  
Date: 5/9/01

"Wagner, Sheila" <wagners1711@cod.edu>

---

**DAOES Check Request \$35,755**

---

"Wagner, Sheila" <wagners1711@cod.edu>

Thu, Sep 28, 2023 at 03:29 PM UTC

CC:

BCC:

Sheila Wagner

Grant Accountant

College of DuPage

425 Fawell Blvd. Glen Ellyn, IL 60137-6599

Phone: 630-942-2723

Fax: 630-942-2297

[wagners1711@cod.edu](mailto:wagners1711@cod.edu)

---

**1 attachment**

Check Request Form (DAOES) 7.28.2023.pdf