

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1188209  
Vendor Name: College of Dupage Foundation  
Invoice Number: NPCELEBRATION  
Invoice Date: 9/9/2024  
PO Number:  
Check Number: 0329786  
Check Amount: \$ 5,050.00  
Check Date: 09/18/2024  
Voucher Number: V0850152  
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 2.21, Vendor Payment.

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.

FINANCIAL_ACCOUNT_NAME	FINANCIAL_ADDRESS_1	FINANCIAL_CITY
54137914 Anderson, Elizabeth	2544 W Leland Ave	Chicago
45095448 Ballek, Joe	27W675 Hickory Ln	Northwoods
45105580 Berlin, Mark	536 The Lane	Hinsdale
51539617 Deen, Dorothy	593 Cambridge Way	Bolingbrook
45077962 Fulks, Debra	2548 Retreat Cir	Lisle
45078646 Getz, Melinda	21W581 North Ave.	Unit 72 Lombard
52425163 Gianfrancisco, James	62 Silo Ridge Rd S	Orland Park
51465330 Helledy, Debora & John	455 Taylor Avenue	Glen Ellyn
45078765 Herndon, John & Emily	486 Dolton Ln	Carol Stream
53762547 Laurance, Maureen	1549 Burning Trl	Wheaton
45091871 Liu, Mark	993 Park Hill Cir	Aurora
45080597 McAninch, Harold & Karyl	23W501 Green Trails Dr.	Naperville
52626714 Owens, Emily	1718 Maple Ave	Downers Grove
45083730 Rutledge, John	811 E. Illinois St	Wheaton
45080478 Shulman, Kristin & Peter	1433 Terrance Dr.	Naperville
45087857 Smrcina, Geraldine	6 Oakbrook Club Drive	Apt J206 Oak Brook
45079569 Stith, Suzan	1867 Caxton Dr	Wheaton
45081729 Taylor, Terrence & Maureen	6 Oak Brook Club Dr.	J306 Oak Brook
45078550 Ullsvik, Bjarne	1037 S Westmore	Apt 110 Lombard
45077563 Weichle, Richard & Patricia	4453 Burgundy Place	Lisle
45102968 Wessel, Kathy	1430 Stonebridge Trail	2-3 Wheaton
45079340 Westlake, Donald	611 Plamondon Court	Wheaton
45092353 Williams, Nora	1723 S Des Plaines	Chicago

## FINANCIAL FINAN FINANCIAL\_EMAIL

60625 IL elizabethjanderson@comcast.net  
 60185 IL jballek@comcast.net  
 60521 IL lmberlin1@aol.com  
 60440 IL cellodorothy@gmail.com  
 60532 IL deb.fulks@gmail.com  
 60148 IL puddingetz@gmail.com  
 60467 IL drgcrs@aol.com  
 60137 IL johnhelledy@gmail.com  
 60188 IL emilyherndon@outlook.com  
 60189 IL blopspiel51@comcast.net  
 60502 IL tchaik456@gmail.com  
 60540 IL  
 60515 IL critters726@gmail.com  
 60187 IL john@rutledgecompany.com  
 60565 IL kristin.shulman@outlook.com  
 60523 IL gsmrcina@aol.com  
 60189 IL agstith@comcast.net  
 60523 IL tjtmast@hotmail.com  
 60148 IL  
 60532 IL richwei12@gmail.com  
 60189 IL kathywessel@gmail.com  
 60189 IL donwestlake@msn.com  
 60616 IL

## FINANCIAL FINANCIAL FINANCIAL

(773) 531-9109  
 (630) 267-0670  
 (630) 887-8171 (630) 600-8  
 (630) 301-2519  
 (630) 842-1706 (630) 790-8  
 (847) 987-9930 (630) 261-1  
 (708) 460-6924  
 (630) 858-1077  
 (630) 544-9293  
 (630) 388-9720  
 (630) 212-3881  
 (630) 802-6850  
 (630) 624-7250  
 (630) 319-8821  
 (630) 450-1956  
 (630) 209-2468 (630) 734-6  
 (630) 665-6757  
 (630) 325-6290 (630) 853-7  
 (630) 629-9570  
 (630) 357-3293  
 (630) 291-8425  
 (630) 665-2776  
 (312) 399-1857

EVENT_DESCRIPTION	EVENT_USAGE_DATE	SEAT_COUNT	TICKET_VALUE
New Phil Celebration Dinner	10/6/2024 17:30	1	0
New Phil Celebration Dinner	10/6/2024 17:30	2	300
New Phil Celebration Dinner	10/6/2024 17:30	2	300
New Phil Celebration Dinner	10/6/2024 17:30	1	0
New Phil Celebration Dinner	10/6/2024 17:30	1	150
New Phil Celebration Dinner	10/6/2024 17:30	1	0
New Phil Celebration Dinner	10/6/2024 17:30	2	300
New Phil Celebration Dinner	10/6/2024 17:30	2	300
New Phil Celebration Dinner	10/6/2024 17:30	2	300
New Phil Celebration Dinner	10/6/2024 17:30	2	300
New Phil Celebration Dinner	10/6/2024 17:30	1	150
New Phil Celebration Dinner	10/6/2024 17:30	1	0
New Phil Celebration Dinner	10/6/2024 17:30	2	300
New Phil Celebration Dinner	10/6/2024 17:30	1	150
New Phil Celebration Dinner	10/6/2024 17:30	4	400
New Phil Celebration Dinner	10/6/2024 17:30	2	300
New Phil Celebration Dinner	10/6/2024 17:30	2	300
New Phil Celebration Dinner	10/6/2024 17:30	2	300
New Phil Celebration Dinner	10/6/2024 17:30	2	300
New Phil Celebration Dinner	10/6/2024 17:30	3	450
New Phil Celebration Dinner	10/6/2024 17:30	2	300
New Phil Celebration Dinner	10/6/2024 17:30	2	300
New Phil Celebration Dinner	10/6/2024 17:30	1	150
New Phil Celebration Dinner	10/6/2024 17:30	1	0

**40 \$ 5,050.00**

"Schoettle, Kari" <schoettlek@cod.edu>

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**COD Foundation check request \$5050**

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"Schoettle, Kari" <schoettlek@cod.edu>

Thu, Sep 12, 2024 at 03:45 PM UTC

CC:

BCC:

Please process. Thank you.

**Kari Schoettle**

Project Manager

McAninch Arts Center, College of DuPage

630-942-2914 | schoettlek@cod.edu

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**1 attachment**

COD Foundation Check Request FY25 11701 NP Celebration 5050 docks cf\_.pdf