

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1736199

Vendor Name: Foundation of the Illinois State Bowlin

Invoice Number: 1553264

Invoice Date: 9/11/2024

PO Number:

Check Number: 0329810

Check Amount: \$ 1,416.23

Check Date: 09/18/2024

Voucher Number: V0850169

Document Type: AP Invoice

Document Below

"Servin-Garcia, Daniela" <servin-garciad@cod.edu>

---

**Check Request - Foundation of the IL State Bowling Proprietors**

---

"Servin-Garcia, Daniela" <servin-garciad@cod.edu>

Mon, Sep 16, 2024 at 04:20 PM UTC

CC:

BCC:

Hello,

Attached is a new check request to process.

**Daniela Servin-Garcia**

Scholarship Coordinator | Student Financial Assistance

Phone: (630) 942-2283

Email: [servin-garciad@cod.edu](mailto:servin-garciad@cod.edu)

*We are moving! Please visit financial aid in SCC 123 after December 7<sup>th</sup>, 2023.*

**Mail Scholarship Checks to:**

College of DuPage

Attn: Daniela Servin-Garcia

Berg Instructional Center (BIC) Room 1A03G

425 Fawell Blvd

Glen Ellyn, IL 60137

## 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
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 \$10,000 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 \$10,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Cabinet Officer (only required if request is \$25,000 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)**

---

**2 attachments**

Check Request - Foundation of the IL State Bowling Proprietors (Beatty McCauley).pdf

image001.png

## 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.

**Foundation of the Illinois State Bowling Proprietors Association**

2020 Indian Boundary Dr..  
Melrose Park, IL 60160

Dear Foundation of the Illinois State Bowling Proprietors Association,

The college will be sending a check for unused scholarship funds for the following student(s):

<b>Name</b>	<b>Social Security Number</b>	<b>Return Code</b>	<b>Term</b>	<b>Amount</b>
Beatty, Leah	XXX-XX-8602	RSD	Summer 2021	\$151.17
McCauley, Liam	XXX-XX-8129	RSD	Spring 2021	\$1,265.06
<b>Total:</b>				<b>\$1,416.23</b>

Please review your funds accordingly upon arrival. Please see return code guide below for reason funds are being returned. Checks should be sent out within 2-3 weeks of notice. If you require any additional documentation or need to speak to me, please feel free to contact me.

Thank you.

*Daniela Servin-Garcia*

Daniela Servin-Garcia  
Scholarship Coordinator  
Phone: (630) 942 - 2283  
Email: [servin-garciad@cod.edu](mailto:servin-garciad@cod.edu)  
College of DuPage

**Return Code**

W- Student withdrew  
RSD- Remaining Scholarship Dollars  
DNE – Did not enroll

### Student Information

Leah Beatty - ID#: 1553264

Check Date	Scholarship Name/Donor	Check Amount	Check #
2/9/2021	Illinois State Bowling Proprietors Association	\$640.17	3168
TOTAL:		\$640.17	
Funds Disbursed Date	Semester Paid	Amount Paid	
7/7/2021	Summer 2021	\$489.00	
TOTAL:		\$489.00	

Total of payments received:	\$640.17
Total of funds paid to student:	\$489.00
Difference owed to scholarship donor:	\$151.17

### Student Information

Leah Beatty - ID#: 1553264

Check Date	Scholarship Name/Donor	Check Amount	Check #
12/21/2020	Illinois State Bowling Proprietors Association	\$1,265.06	3142
TOTAL:		\$1,265.06	
Funds Disbursed Date	Semester Paid	Amount Paid	
TOTAL:		\$0.00	

Total of payments received:	\$1,265.06
Total of funds paid to student:	\$0.00
Difference owed to scholarship donor:	\$1,265.06

3168

## Illinois State Bowling Proprietors Association

Foundation of the ISBPA  
7356 N Cicero Ave.  
Lincolnwood, IL 60712

BY Byline Bank™

www.bylinebank.com  
2-153/710

2/9/2021

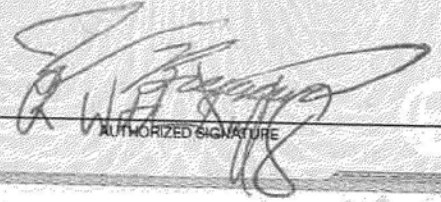
PAY TO THE  
ORDER OF

College of DuPage

\$ \*\*640.17

Six Hundred Forty and 17/100\*\*\*\*\*

DOLLARS

College of DuPage  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137  
AUTHORIZED SIGNATURE

MEMO

ID 1553264

LEAH BEATTY 6185301375

⑈003168⑈ ⑆071001533⑆ ⑈6519128746⑈

ASCHL

10-99-98395-

2900024



FOUNDATION OF THE  
**Illinois State**  
**BOWLING PROPRIETORS ASSOCIATION, INC.**

Student ID # 0184867

R. WILLIAM DUFF, JR., EXECUTIVE DIRECTOR

7356 NORTH CICERO AVENUE • LINCOLNWOOD, ILLINOIS 60712-1628 • Tel: (847) 982-1305 • Fax: (847) 982-9048

LIAM MC CAULEY  
750 JOHN STREET  
BENSENVILLE, IL 60106

12/21/2020

Dear LIAM

This is to acknowledge receipt and confirmation of your application for release of the scholarship funds you earned in our Grand Prix Scholarship Program conducted at:

**WOOD DALE BOWL**

Enclosed is our check in the amount of **\$1,265.06** issued to:

**COLLEGE OF DUPAGE**

Our program policy states that "Scholarship Funds will be paid to the institution for direct expenses of higher education to be used toward tuition, fees, and/or books. If any funds remain unused, they may be carried over from semester to semester and/or from year to year." Included with your scholarship check is a memo which we recommend be attached to the check when submitting payment to your school. Please accept our sincere congratulations and best wishes as you advance your education and chosen career.

Sincerely,

Foundation of the  
Illinois State Bowling  
Proprietors Association, Inc.

R. William Duff, Jr.  
Executive Director

cc: MIKE MELONE

**GRAND PRIX**  
**SCHOLARSHIP PROGRAM**

... a unique scholarship program for the youth bowlers

ILLINOIS STATE BOWLING  
PROPRIETORS ASSOCIATION  
FOUNDATION OF THE ILLINOIS STATE BPA  
7536 N. CICERO AVE.  
LINCOLNWOOD, IL. 60712-1628

BYLINE BANK  
2-153/710

3142

12/21/2020

PAY TO THE  
ORDER OF College of DuPage

\$\*\*1,265.06

One Thousand Two Hundred Sixty-Five and 06/100\*\*\*\*\*

DOLLARS

College of DuPage  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137



*Mark Duvall*  
*A. Waldfog*  
AUTHORIZED SIGNATURE

MEMO COD Student ID #0184867  
LIAM McCAULEY 6305958497

⑈003142⑈ ⑆071001533⑆ ⑈6519128746⑈

ILLINOIS STATE BOWLING  
College of DuPage

12/21/2020

3142

GP SCHOLARSHIP LIAM McCAULEY #30108 WOO

1,265.06

**To whom it may concern:**

Our program policy states that "Scholarship Funds will be paid to the institution for direct expenses of higher education to be used toward tuition, fees, and/or books. If any funds remain unused, they may be carried over from semester to semester and/or from year to year."

Sincerely,  
Foundation of the Illinois State Bowling  
Proprietors Association, Inc.

Byline Checking

LIAM McCAULEY 6305958497

1,265.06