

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1712267
Vendor Name: AAUW Wheaton-Glen Ellyn Branch, NFP
Invoice Number: EMA OBIC
Invoice Date: 7/10/2024
PO Number:
Check Number: 0330247
Check Amount: \$ 185.43
Check Date: 09/24/2024
Voucher Number: V0850568
Document Type: AP Invoice

Document Below

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

Check Request - AAUW Wheaton-Glen Ellyn Branch, NFP

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

Tue, Sep 17, 2024 at 02:51 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

We are moving! Please visit financial aid in SCC 123 after December 7th, 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 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

2 attachments

Check Request - AAUW Wheaton -Glen Ellyn (Obic).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.

Wednesday, July 10, 2024

AAUW Wheaton-Glen Ellyn Branch, NFP

200 Wyndemere Cr W126
Wheaton, IL 60187

Dear AAUW Wheaton-Glen Ellyn Branch, NFP,

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

Name	Social Security Number	Return Code	Term	Amount
Erna Obic	XXX-XX-2591	RSD	2022	\$185.43
Total:				\$185.43

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 4-6 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
College of DuPage



Return Code

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

Student Information

Erna Obic - ID#: 1589593

Check Date	Scholarship Name/Donor	Check Amount	Check #
6/3/2020	AAUW Wheaton-Glen Ellyn Branch NFP	\$2,000.00	964
	TOTAL:	\$2,000.00	
Funds Disbursed Date	Semester Paid	Amount Paid	
9/12/2022	Fall 2022	\$1,814.57	
	TOTAL:	\$1,814.57	

Total of payments received:	\$2,000.00
Total of funds paid to student:	\$1,814.57
Difference owed to scholarship donor:	\$185.43

70-2538/719

964

AAUW WHEATON-GLEN ELLYN BRANCH NFP

DATE

June 3, 2020

\$ 800.00

PAY TO
THE ORDER OF

College of Dupage
151st Howard and 1st Ave

DOLLARS

GLEN ELLYN
BANK & TRUST

A member of FirstBank & Trust Company

1591495

MEMO # 426040405; 1589093, 1548057

00719253890 00891342920 0964



Mr. Dennis Creed &
Susan Levy-Creed
907 Eddy Ct
Wheaton IL 60187-4455

CARROLL STREAM IL 601

10 JUN 2020 PM 3 L



College of Dupage
SSC22220

Financial Aid Office
425 Faurell Blvd.

Glen Ellyn, IL
60137

Attn: Diana Christopher



Diana Christopher
College of Dupage
SSC 2220
Financial Aid Office
425 Fawell Blvd
Glen Ellyn, IL 60137

June 9, 2020

Dear Ms. Christopher,

Enclosed please find a check for \$8000 from the Wheaton-Glen Ellyn AAUW, NFP, for our scholarship recipients for the school year 2020-2021. We are aware that things may be a bit different for this school year, so hope for a smooth start for COD in the fall, or as it progresses. The students have been advised that the money will be placed in their COD accounts and are to be available for tuition, fees, or books, as per usual.

I am listing the four students by names and COD numbers, with \$2000 to be placed in each account. The only thing that is different in my request is that you email me to let me know when you have received the check, since in the past, we have hand delivered the check and had a signed receipt for its delivery. We will, of course, have the cancelled check for our audit reasons, but the other is just to keep our treasurer happy. Thanks in advance.

Here is the listing of our recipients:

Erna Obic	COD # 1589593
Katya Lira	COD # 1591995
Colleen Rogala	COD # 1597377
Catheren Sanchez	COD# 1546957

Feel free to contact me if there are any issues, or problems. I have contact information on all of the young women. Hoping for a smooth transition for you all, and of course, continued good health.

Sincerely,



Susan Levy-Creed, Educational Opportunity Fund Chair, Wheaton-Glen Ellyn, AAUW, NFP

susanlevycreed@ gmail.com, 630 721-6287