

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188209
Vendor Name: College of Dupage Foundation
Invoice Number: 09042024
Invoice Date: 9/4/2024
PO Number:
Check Number: 0330334
Check Amount: \$ 1,000.00
Check Date: 09/25/2024
Voucher Number: V0850533
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: 9/4/24 Vendor ID: 1083794 Vendor Name: College of DuPage Foundation
Payee Address: 425 Fawell Blvd, Glen Ellyn IL 60137 Payment Due Date: 9/20/24

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
	10-99-99686-2900099	Student Nursing Association	1,000.00
Total			\$ 1,000.00

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:

SNA donation to Nursing Scholarship

Other Instructions:

HOLD FOR PICKUP

All requests will require the following approvals:

Requester: Jacqueline Rangel Gutierrez Digitally signed by Jacqueline Rangel Gutierrez
Date: 2024.09.04 16:35:05 -05'00' Print Name: Jacqueline Rangel
Budget Officer: Chuck Steele Digitally signed by Chuck Steele
Date: 2024.09.04 19:08:34 -05'00' Print Name: Chuck Steele

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

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.

"Rangel Gutierrez, Jacqueline" <rangelj7781@cod.edu>

Check Request

"Rangel Gutierrez, Jacqueline" <rangelj7781@cod.edu>

Thu, Sep 5, 2024 at 01:05 PM UTC

CC:

BCC:

Jacqueline Rangel

Office of Student Life

Front Desk Specialist

College of DuPage

425 Fawell Blvd. Glen Ellyn, IL 60137

630.942.3733 | SSC 1217 | rangelj7781@cod.edu

1 attachment

Check Request SNA CS.pdf

Rangel Gutierrez, Jacqueline

From: Rangel Gutierrez, Jacqueline
Sent: Tuesday, August 27, 2024 3:36 PM
To: Born, Sarah
Subject: RE: SNA budget

Sounds good! I'll submit that request and let you know when it's been approved/done.

Thank you,

Jacqueline Rangel

Office of Student Life

Front Desk Specialist
College of DuPage
425 Fawell Blvd. Glen Ellyn, IL 60137
630.942.3733 | SSC 1217 | rangelj7781@cod.edu

From: Born, Sarah <borns@cod.edu>
Sent: Monday, August 26, 2024 4:06 PM
To: Rangel Gutierrez, Jacqueline <rangelj7781@cod.edu>
Subject: RE: SNA budget

Thanks so much. I wanted to make sure what I was seeing was accurate. The screenshots you send have more detail in them. Now that it appears that my PO has been squared away I would like to fund our scholarship. I need \$1000 moved to the foundation for the Nursing Scholarship. Thanks

From: Rangel Gutierrez, Jacqueline <rangelj7781@cod.edu>
Sent: Friday, August 23, 2024 4:28 PM
To: Born, Sarah <borns@cod.edu>
Subject: RE: SNA budget

Hi Sarah,

I attached two screenshots. The college system breaks it down by fiscal year. The \$147 for Spring 2024 is from the Vendor Program. I checked to confirm and yes, SNA submitted a vendor program form on 9/27/23— the earnings from the local vendors that sell their products on campus get distributed amongst the clubs that have opted into the program.

The amount in the SNA account is \$4961.68.. I'm not sure why ChapLife page is not reflecting that amount. We are working with ChapLife to update all accounts as a fresh reset.

Thank you,

Jacqueline Rangel

Office of Student Life

Front Desk Specialist
College of DuPage
425 Fawell Blvd. Glen Ellyn, IL 60137
630.942.3733 | SSC 1217 | rangelj7781@cod.edu

From: Born, Sarah <borns@cod.edu>
Sent: Thursday, August 22, 2024 8:58 PM
To: Rangel Gutierrez, Jacqueline <rangelj7781@cod.edu>
Subject: SNA budget

Hi Jacqueline

I wanted to touch base regarding the SNA balance. Is the amount in Presence correct? Also, I see a deposit for \$147 that I do not recognize. Are you able to track it down? Thanks

Dr. Sarah Born DNP, MSN-Ed, RN

Professor, Nursing

College of DuPage

630-942-2399 (office)

"Rangel Gutierrez, Jacqueline" <rangelj7781@cod.edu>

"Rangel Gutierrez, Jacqueline" <rangelj7781@cod.edu>

Mon, Sep 23, 2024 at 03:47 PM UTC

CC:

BCC:

Jacqueline Rangel

Office of Student Life

Front Desk Specialist

College of DuPage

425 Fawell Blvd. Glen Ellyn, IL 60137

630.942.3733 | SSC 1217 | rangelj7781@cod.edu

1 attachment

Check Request SNA Scholarship.pdf