

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1178221
Vendor Name: Indian Prairie School District 204
Invoice Number: 1704954
Invoice Date: 1/9/2025
PO Number:
Check Number: 0333817
Check Amount: \$ 1,500.00
Check Date: 01/22/2025
Voucher Number: V0865589
Document Type: AP Invoice

Document Below

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

Check Request - Indian Prairie School District 204

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

Mon, Jan 13, 2025 at 04:02 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 the Enrollment Center in SSC 2280 after October 8, 2024.

Mail Scholarship Checks to:

College of DuPage

Attn: Daniela Servin-Garcia

Student Services Center (SSC) Room 2280

425 Fawell Blvd

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

Glen Ellyn, IL 60137

2 attachments

Check Request - Indian Prairie School District 204 (Figueroa).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.

Indian Prairie School District 204
780 Shoreline Dr.
Aurora, IL 60504

Dear Indian Prairie School District 204,

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

Name	Social Security Number	Return Code	Term	Amount
Figueroa, Ivan	XXX-XX-8107	DNE	Fall 2024	\$1,500.00
Total:				\$1,500.00

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 3-4 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

Ivan Figueroa - ID#: 1704954

Check Date	Scholarship Name/Donor	Check Amount	Check #
7/9/2024	Indian Prairie Community Unit School District 204	\$1,500.00	689171
TOTAL:		\$1,500.00	
Funds Disbursed Date	Semester Paid	Amount Paid	
TOTAL:		\$0.00	

Total of payments received:	\$1,500.00
Total of funds paid to student:	\$0.00
Difference owed to scholarship donor:	\$1,500.00

Ellison, Catherine

From: Mansmith, Kristen
Sent: Monday, June 17, 2024 11:46 AM
To: Servin-Garcia, Daniela
Cc: Ellison, Catherine
Subject: DAVID BENCKER MEMORIAL SCHOLARSHIP - METEA VALLEY

Daniela-

We have 3 scholarship recipients for the DAVID BENCKER MEMORIAL SCHOLARSHIP this year. The following young men will receive the amounts listed for the 24-25 school year. We will follow up in JULY to send the funds via METEA VALLEY HS.

1. JOSHUA A MURRAY COD ID# 1705204 - \$1500.00 / \$750 per semester
2. MARK SAWYER COD ID# 170778 \$1500.00 / \$750 per semester
3. IVAN FIGUEROA COD ID # 1704954 \$3000.00 / \$1500 per semester

Each boy can be enrolled full or part-time and the money can be used for classes in either gen-ed or certificate programs. They can also carry the money into the summer of 2025 sessions, if available. Any unused money should be returned to Metea Valley unless they make arrangements with us in advance, which we will communicate with COD.

I'm still waiting on the COD ID numbers from Mark and Ivan. If you have the ability to help with this, great!

Let me know if you need me to complete more official paperwork. Happy to do so.

Kristen Mansmith 630-309-2333

*Mrs. Kristen Mansmith, M.Ed. Reading Specialist
Freshmen English Teacher / Freshmen Literacy Strategies
Head Girls & Boys Bowling Coach*

*"If you are always trying to be normal, you will never know how amazing you can be."
Ms. Maya Angelou*

*MVHS Mustangs
1801 North Eola Rd
Aurora, IL 60502
1-630-375-5900 x4389*

INDIAN PRAIRIE SCHOOL DISTRICT 204

United States Dollar

Vendor Key	Vendor Name	Check Date	Check Number	Check Total
100936-3	College Of Dupage	07/09/2024	689171	\$3,000.00

Invoice Number	Invoice Description	PO Number	Invoice Date	Gross Amt	Discount Amt	Adjustment Amt	Net Amt
COD #1704954 1st Sem	Ivan Figueroa		07/08/2024				\$1,500.00
COD #1707738 1st Sem	Mark Sawyer- Scholarship		07/08/2024				\$750.00
COD #1705204 1st Sem	Joshua Murray - Scholarship		07/08/2024				\$750.00
Totals							\$3,000.00

Indian Prairie Community Unit School District 204
Metea Valley High School
1801 N. Eola Road
Aurora, IL 60502

BMO Bank N.A.
Chicago, Illinois

Check Number

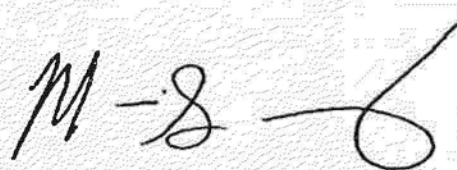
689171

Check Date Check Amount
07/09/2024 \$3,000.00

Pay ** Three Thousand Dollars & 0 Cents

To the
Order
Of:

College Of Dupage
Office Of Stu Financial Assist
Student Services Center
Room 2220 425 Fawell Blvd
Glen Ellyn, IL 60137



⑈0689171⑈ ⑆071000288⑆ 3005816⑈