

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1754482
Vendor Name: The Light Brigade, Inc
Invoice Number: Q-80003932
Invoice Date: 1/17/2025
PO Number:
Check Number: 0333823
Check Amount: \$ 2,145.00
Check Date: 01/22/2025
Voucher Number: V0865378
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
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

Training for Felix Davis
06-10-04125-5309001



835 Central Ave N. Ste D-132
Kent, WA 98032
(T) 206-575-0404 (F) 206-575-0405
sales@lightbrigade.com

QUOTATION
Number Q-80003932

Bill To
College Of DuPage
425 Fawell Blvd.
Glen Ellyn, Illinois 60137

Quote Date : 12.04.24
Expiry Date : 01.31.25
Sales Person : Alexa Forsander

Subject :
Felix Davis

Line	Item & Description	Qty	Price	Ext. Price
1	2502-DC-GENE-IL Fiber Optics for Data Centers. 2 days classroom in-depth fiber optic theory, 2 days hands-on equipment lab. Includes CAT6 Theory and hands-on.Feb 18th-21st Feb 2025	1.00 ea.	2,145.00	2,145.00
			Sub Total	2,145.00
			Total	\$2,145.00

*Sales Tax: If applicable, may be added
Thank you for your business!

"Wagner, Sheila" <wagners1711@cod.edu>

Light Brigade

"Wagner, Sheila" <wagners1711@cod.edu>

Fri, Jan 17, 2025 at 09:28 PM UTC

CC:

BCC:

Thank you.

Use of a check request for prepayment is approved by David Virgilio.

Sheila Wagner

From: Virgilio, David <virgiliod@cod.edu>
Sent: Monday, January 6, 2025 3:59 PM
To: Wagner, Sheila <wagners1711@cod.edu>
Cc: Jursinic, Maki <jursinicm@cod.edu>
Subject: RE: Check Request for a training course

Hi Sheila, I would say yes, however, the vendor still needs to be setup in Colleague with a vendor ID, etc... so AP can pay them. Do you know if that part's been completed?

Thx!

David P. Virgilio, CPA

Controller – Financial Affairs

College of DuPage SRC 2130M – Glen Ellyn, IL

phone (630) 942-3028 – fax (630) 942-2297

Work Location Schedule: M/T: Remote | W/Th/F: On Campus

Check out the Financial Affairs Team Site [Here](#)

From: Wagner, Sheila <wagners1711@cod.edu>

Sent: Monday, January 6, 2025 3:53 PM

To: Virgilio, David <virgiliiod@cod.edu>

Cc: Jursinic, Maki <jursinicm@cod.edu>

Subject: Check Request for a training course

Hi Dave,

Happy Monday!

Dr. Felix Davis will be attending a training for fiberoptics in February.

I have a quote for \$2k from Light Brigade for the training. The training will be charged to the ICCB Data Center Grant.

If I obtain an invoice, would it be possible to process this with a check request so that it can be prepaid?

What are your thoughts?

Sheila Wagner

Grant Accountant

College of DuPage

425 Fawell Blvd. Glen Ellyn, IL 60137-6599

Phone: 630-942-2723

Fax: 630-942-2297

wagners1711@cod.edu

1 attachment

Check Request Form for Felix Davis - Light Brigade.pdf