

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1754515
Vendor Name: Oak Park-River Forest Community Foundat
Invoice Number: 20925
Invoice Date: 1/13/2025
PO Number:
Check Number: 0333837
Check Amount: \$ 2,000.00
Check Date: 01/22/2025
Voucher Number: V0865648
Document Type: AP Invoice

Document Below

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

Check Request - Oak Park River Forest

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

Mon, Jan 13, 2025 at 04:03 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

image001.png

Check Request - Oak Park River Forest Community Foundation (Steward).pdf

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.

Oak Park-River Forest Community Foundation
1049 Lake St. Suite 204
Oak Park, IL 60301

Dear Oak Park-River Forest Community Foundation,

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

Name	Social Security Number	Return Code	Term	Amount
Steward, Jalen	XXX-XX-5544	DNE	Fall 2024	\$2,000.00
Total:				\$2,000.00

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

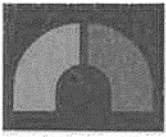
W- Student withdrew
RSD- Remaining Scholarship Dollars
DNE – Did not enroll

Student Information

Jalen Steward - ID#: 1727538

Check Date	Scholarship Name/Donor	Check Amount	Check #
7/30/2024	Oak Park Rivery Forest Community Foundation	\$2,000.00	20925
	TOTAL:	\$2,000.00	
Funds Disbursed Date	Semester Paid	Amount Paid	
	TOTAL:	\$0.00	

Total of payments received:	\$2,000.00
Total of funds paid to student:	\$0.00
Difference owed to scholarship donor:	\$2,000.00



OAK PARK-RIVER FOREST
Community Foundation

1049 Lake Street, Suite 204
Oak Park, IL 60301
708-848-1560
www.oprfcf.org

BOARD CHAIR

Kelly Turner

VICE-CHAIR

Douglas R. Dixon

SECRETARY

IV Ashton

TREASURER

Lisa Johnson

COUNSEL

Case Hoogendoorn

BOARD

Alejandro Bodipo-Memba

Tiffany Bolden

John C. Borrero

Ana Garcia Doyle

Tawfiq Farraj

Jon Hale

Sarah Jolie

Mario Lucero

Tawa Mitchell

William Planek

Kevin Robinson

PRESIDENT & CEO

Antonio Martinez, Jr.

August 1, 2024

College of DuPage

SSC2220 Financial Aid Office

325 Fawell Boulevard

Glen Ellyn, IL 60137

To Whom It May Concern,

RE: Alison O'Hara Scholarship

Enclosed is the Alison O'Hara Scholarship to the College of DuPage for scholarship recipient Jalen Steward, ID #1727538, 2024-2025.

Please apply the enclosed scholarship payment to this student's account *and the student's overall cost of attendance, provided that the award does not decrease the overall financial aid package provided by the College of DuPage.*

If the amount enclosed will decrease the financial aid package provided by your institution, namely any direct grants and scholarships offered by the university, the funds may not be accepted and must be returned to the Oak Park-River Forest Community Foundation.

Check # 20925

Amount: \$2,000.00

By depositing or cashing this check, your institution agrees to the conditions described above.

Sincerely,

Anne Sullivan

Grants Manager

Date	Distrib ID	Grant Purpose	Account	Amount
7/30/2024	93893	Scholarship recipient 2024, Jalen Steward; Support for the overall cost of education; 2024-2025	Follett Educational Foundation Take the First Step Scholarships, IMO Allison O'Hara, '81	\$2,000.00
CHECK NO.	CHECK DATE	Payee ID	PAYEE	CHECK AMOUNT
0020925	7/30/2024	67632	College of DuPage	\$2,000.00

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

**Oak Park River Forest
Community Foundation
1049 Lake Street Suite 204
Oak Park, Illinois 60301**

Byline Bank
of Oak Park River Forest
Oak Park, Illinois 60301
70-2563719

0020925
DATE 7/30/2024

PAY Two Thousand Dollars *****

\$**2,000.00****
DOLLARS

To
The
Order
Of
College of DuPage
SSC2220 Financial Aid Office
425 Fawell Blvd.
Glen Ellyn, IL 60137

Sheryl Martin
Two Signatures Required if Check Greater Than \$10,000

MEMO: Scholarship for Jalen Steward, ID #1727538, 2024-2

THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

⑈0020925⑈ ⑆071001533⑆ 00804276401⑈