

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1188209
Vendor Name: College of Dupage Foundation
Invoice Number: 01062025
Invoice Date: 1/6/2025
PO Number:
Check Number: 0333875
Check Amount: \$ 125.00
Check Date: 01/22/2025
Voucher Number: V0865692
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

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

From: Ogan, John <oganj@dupage.edu>
Sent: Thursday, January 2, 2025 8:31 AM
To: Rangel Gutierrez, Jacqueline; Mejia, Jelymar
Cc: Higgins, Lisa; Alaks, Kadet; Sotirakopulos, Trina
Subject: Re: [External] HSAC Popcorn Fundraiser Check

Yes. Thank you, Jacqueline, and Happy New Year!

Thank you,
John Ogan
Honors Student Advisory Committee Treasurer
Living Leadership Program Poll Worker Project
College of DuPage Peer Mentor
oganj@dupage.edu



From: Rangel Gutierrez, Jacqueline <rangelj7781@cod.edu>
Sent: Thursday, January 2, 2025 8:27 AM
To: Ogan, John <oganj@dupage.edu>; Mejia, Jelymar <mejiaj742@cod.edu>
Cc: Higgins, Lisa <higgins@cod.edu>; Alaks, Kadet <alaksk@cod.edu>; Sotirakopulos, Trina <sotirakopulost@cod.edu>
Subject: RE: [External] HSAC Popcorn Fundraiser Check

Happy New Year!

25% of \$493.50 is \$123.38 would you like me to round it up to \$125 and get this donation to the Fuel Pantry started?

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 1114 | rangelj7781@cod.edu

From: Ogan, John <oganj@dupage.edu>
Sent: Wednesday, December 11, 2024 7:38 PM
To: Rangel Gutierrez, Jacqueline <rangelj7781@cod.edu>; Mejia, Jelymar <mejiaj742@cod.edu>
Cc: Higgins, Lisa <higgins@cod.edu>; Alaks, Kadet <alaksk@cod.edu>; Sotirakopulos, Trina <sotirakopulost@cod.edu>
Subject: Re: [External] HSAC Popcorn Fundraiser Check

Thank you, Jacqueline.

We will be transferring 25% of the proceeds to the Fuel Pantry at the start of the new semester.

Thank you,
John Ogan
Honors Student Advisory Committee Treasurer
Living Leadership Program Poll Worker Project
College of DuPage Peer Mentor
oganj@dupage.edu



From: Rangel Gutierrez, Jacqueline <rangelj7781@cod.edu>
Sent: Wednesday, December 11, 2024 8:47 AM
To: Ogan, John <oganj@dupage.edu>; Mejia, Jelymar <mejiaj742@cod.edu>
Cc: Higgins, Lisa <higgins@cod.edu>; Alaks, Kadet <alaks@cod.edu>
Subject: RE: [External] HSAC Popcorn Fundraiser Check

Good morning,
I received the check from Double Good for \$493.50. I will deposit it today to HSAC.

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: Rangel Gutierrez, Jacqueline
Sent: Monday, December 9, 2024 8:00 AM
To: Ogan, John <oganj@dupage.edu>; Mejia, Jelymar <mejiaj742@cod.edu>
Cc: Higgins, Lisa <higgins@cod.edu>; Alaks, Kadet <alaks@cod.edu>
Subject: RE: [External] HSAC Popcorn Fundraiser Check

Good morning,
That is correct, the check has not come in yet. I will let you know. 😊

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: Ogan, John <oganj@dupage.edu>
Sent: Sunday, December 8, 2024 3:44 PM
To: Rangel Gutierrez, Jacqueline <rangelj7781@cod.edu>; Mejia, Jelymar <mejiaj742@cod.edu>
Cc: Higgins, Lisa <higgins@cod.edu>; Alaks, Kadet <alaks@cod.edu>
Subject: [External] HSAC Popcorn Fundraiser Check

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Hello,

I see we have not yet received the Double Good popcorn fundraiser check. Could you please let me know when it is received?

Thank you,

John Ogan

Honors Student Advisory Committee Treasurer

Living Leadership Program Poll Worker Project

College of DuPage Peer Mentor

oganj@dupage.edu



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

Check Request

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

Mon, Jan 6, 2025 at 05:10 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 1114| rangelj7781@cod.edu

1 attachment

Check Request HSAC Donation CS.pdf