

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084121

Vendor Name: DAOES

Invoice Number: 12-26-24

Invoice Date: 1/10/2025

PO Number:

Check Number: E0105298

Check Amount: \$ 300,000.00

Check Date: 01/22/2025

Voucher Number: V0865197

Document Type: AP Invoice

Document Below

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

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**DAOES \$25,0000, \$275,000**

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

Tue, Jan 14, 2025 at 02:32 PM UTC

CC:

BCC:

Thank you.

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](mailto:wagners1711@cod.edu)

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**1 attachment**

Check Request Form DAOES 12-26-24 receipt.pdf

## 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](mailto: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.

College of DuPage - Financial Affairs  
Journal Entry (JE)

Reversal: No			Reversal Date:	n/a	FY: 2025
Month End Date: 12/31/24					
JE Row #	Colleague Account Number	Account Description	Debit	Credit	Additional Description
	01-80-00757-5904999	Financial Affairs : Balance Claim on Cash-Offsets	-		
	05-60-00529-5904999	AUX Misc Auxillary Services : Balance Claim on Cash-Offsets		-	
1	01-00-00000-1100201	General : ILFUNDS	25,000.00		DAOES Payment rec'd 12/26/2024
2	10-99-99286-2900099	Daoes/ISBE Payments : Funds Held in Custody of Othr		25,000.00	DAOES Payment rec'd 12/26/2024
3	01-00-00000-1100201	General : ILFUNDS	275,000.00		DAOES Payment rec'd 12/26/2024
4	10-99-99286-2900099	Daoes/ISBE Payments : Funds Held in Custody of Othr		275,000.00	DAOES Payment rec'd 12/26/2024
TOTALS	JE Description (30 character limit):		300,000.00	300,000.00	-
Description: ISBE payment rcv'd 12/26/2024: 19-022-5020-46 CTEI (3220), E4, \$25,000 ISBE payment rcv'd 12/26/2024: 19-022-5020-46 CTEI (3220), 00, \$275,000					
Entered By: Grace Wahler		<i>Grace Wahler</i>	Date Entered:	1/9/2025	JE Number: J032550
Prepared By	Sheila Wagner		Date Prepared:	1/8/2025	Reversal JE Number:
Approved By: David Virgilio		<i>DV</i>	Date Approved:		

Trade Date	FUND & ACCOUNT	Transaction Type	Shares	NAV	Amount	Description
12/31/2024	Illinois LGIP   Acct#: *****0577	INCOME REINVEST	321.99		1 321.99	Interest
12/26/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	25000		1 25,000.00	ISBE CTE
12/26/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	275000		1 275,000.00	ISBE CTE
12/26/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	8105		1 8,105.00	ISAC MAP
12/18/2024	Illinois LGIP   Acct#: *****0577	WIRE REDEMPTION SUPPRESSED	7512411.01		1 7,512,411.01	
12/18/2024	Illinois LGIP   Acct#: *****0577	INCOME DIVIDEND CASH	N/A		0 5,103.83	
12/18/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	50000		1 50,000.00	
12/16/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	3899550.88		1 3,899,550.88	
12/13/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	46590		1 46,590.00	
12/11/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	900		1 900.00	
12/10/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	1071842.26		1 1,071,842.26	
12/10/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	716415		1 716,415.00	
12/10/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	1349789		1 1,349,789.00	
12/05/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	127323.87		1 127,323.87	
12/03/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	25000		1 25,000.00	
12/03/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	275000		1 275,000.00	
11/20/2024	Illinois LGIP   Acct#: *****0577	INCOME DIVIDEND CASH	N/A		0 3,369.12	
11/20/2024	Illinois LGIP   Acct#: *****0577	SAME DAY WIRE REDEMPTION	2200179.52		1 2,200,179.52	
11/14/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	1071842.26		1 1,071,842.26	
11/12/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	202786		1 202,786.00	
11/08/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	1280		1 1,280.00	
10/31/2024	Illinois LGIP   Acct#: *****0577	INCOME REINVEST	461.53		1 461.53	
10/29/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	25000		1 25,000.00	
10/29/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	275000		1 275,000.00	
10/28/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	303635		1 303,635.00	
10/28/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	13120		1 13,120.00	
10/28/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	303304.73		1 303,304.73	
10/24/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	3750		1 3,750.00	
10/23/2024	Illinois LGIP   Acct#: *****0577	INCOME DIVIDEND CASH	N/A		0 1,895.04	
10/23/2024	Illinois LGIP   Acct#: *****0577	SAME DAY WIRE REDEMPTION	2285595.23		1 2,285,595.23	
10/17/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	2248785.23		1 2,248,785.23	
10/10/2024	Illinois LGIP   Acct#: *****0577	SHARES PURCHASED - WIRE	36810		1 36,810.00	
10/09/2024	Illinois LGIP   Acct#: *****0577	INCOME DIVIDEND CASH	N/A		0 3,107.50	
10/09/2024	Illinois LGIP   Acct#: *****0577	SAME DAY WIRE REDEMPTION	3005297.83		1 3,005,297.83	



VENDOR WARRANT DETAIL



RETURN HOME



VENDOR SUMMARY



CONTRACT SEARCH



PAYMENTS SEARCH



PAYMENTS ISSUED



PENDING PAYMENTS



PAYMENTS NOTIFICATIONS

Return Back

Warrant/EFT#: EF 0014712				
Fiscal Year	2025	Issue Date	12/23/24	
Warrant Total	\$25,000.00	Warrant Status		
Agency	Contract	Invoice	Voucher	Agency Amount
586 - STATE BOARD OF EDUCATION		0000042544	500042544	\$25,000.00

IOC Accounting Line Details						
Fund	Agency	Organization	Appropriation	Object	Amount	Appropriation Name
0001	586	18	49002700	4474	\$25,000.00	CAREER & TECHNICAL EDUCATION

Agency Contact Information	
217-785-8777	

Click here for assistance with this screen.



VENDOR WARRANT DETAIL



RETURN HOME



VENDOR SUMMARY



CONTRACT SEARCH



PAYMENTS SEARCH



PAYMENTS ISSUED



PENDING PAYMENTS



PAYMENTS NOTIFICATIONS

Return Back

Warrant/EFT#: EF 0014711				
Fiscal Year	2025	Issue Date	12/23/24	
Warrant Total	\$275,000.00	Warrant Status		
Agency	Contract	Invoice	Voucher	Agency Amount
586 - STATE BOARD OF EDUCATION		0000042543	500042543	\$275,000.00

IOC Accounting Line Details						
Fund	Agency	Organization	Appropriation	Object	Amount	Appropriation Name
0001	586	18	49002700	4474	\$275,000.00	CAREER & TECHNICAL EDUCATION

Agency Contact Information	
217-785-8777	

Click [here](#) for assistance with this screen.



Filters

Project Year\*

2025

Entity\*

19-022-5020-46 DuPage Area Occup Educ Sys

Program\*

Career &amp; Technical Ed Improvement (CTEI) (3220)

Sub Proj

00



## Payment Schedule Detail

Schedule Date	Amount(Net)	Status	Processed By Comptroller	Payment Frozen Status
7/31/2024	\$0.00	Disbursed (08/01/2024)		
7/31/2024	\$275,000.00	Disbursed (08/01/2024)	08/23/2024	
8/31/2024	\$275,000.00	Disbursed (08/07/2024)	08/29/2024	
9/30/2024	\$275,000.00	Disbursed (09/04/2024)	09/27/2024	
10/31/2024	\$275,000.00	Disbursed (10/02/2024)	10/28/2024	
11/30/2024	\$275,000.00	Disbursed (11/06/2024)	12/02/2024	
12/31/2024	\$275,000.00	Disbursed (12/04/2024)	12/23/2024	
1/31/2025	\$275,000.00	Scheduled		
2/28/2025	\$275,000.00	Scheduled		
3/31/2025	\$275,000.00	Scheduled		
4/30/2025	\$275,000.00	Scheduled		
5/31/2025	\$275,000.00	Scheduled		
6/30/2025	\$283,556.00	Scheduled		
<b>Total</b>	<b>\$3,308,556.00</b>			

Filters

Project Year\*

2025

Entity\*

19-022-5020-46 DuPage Area Occup Educ Sys

Program\*

Career &amp; Technical Ed Improvement (CTEI) (3220)

Sub Proj

04



## Payment Schedule Detail

Schedule Date	Amount(Net)	Status	Processed By Comptroller	Payment Frozen Status
7/31/2024	\$0.00	Disbursed (07/10/2024)		
7/31/2024	\$25,000.00	Disbursed (07/10/2024)	07/31/2024	
8/31/2024	\$25,000.00	Disbursed (08/07/2024)	08/29/2024	
9/30/2024	\$25,000.00	Disbursed (09/04/2024)	09/27/2024	
10/31/2024	\$25,000.00	Disbursed (10/02/2024)	10/28/2024	
11/30/2024	\$25,000.00	Disbursed (11/06/2024)	12/02/2024	
12/31/2024	\$25,000.00	Disbursed (12/04/2024)	12/23/2024	
1/31/2025	\$25,000.00	Scheduled		
2/28/2025	\$25,000.00	Scheduled		
3/31/2025	\$25,000.00	Scheduled		
4/30/2025	\$25,000.00	Scheduled		
<b>Total</b>	<b>\$250,000.00</b>			



DuPAGE AREA  
**DAOES**  
OCCUPATIONAL EDUCATION SYSTEM

301 SOUTH SWIFT ROAD • ADDISON, ILLINOIS 60101-1499 • (630)620-8770

May 18, 2001

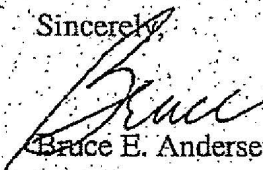
Mr. Tom Ryan  
Vice President of Administrative Affairs  
College of DuPage  
425 22<sup>nd</sup> Street  
Glen Ellyn, IL 60137

Dear Tom:

At its May 17, 2001 meeting the DAOES Board approved the Intergovernmental Agreement Between DAOES and the College of DuPage. Attached are two originals of the agreement.

Thanks for your assistance in working with your Board in getting this approved. If I can be of any assistance to you or your staff as you take on the role represented by this agreement, please do not hesitate to contact me.

Sincerely,

  
Bruce E. Andersen  
Director

**INTERGOVERNMENTAL AGREEMENT BETWEEN DAOES  
AND THE COLLEGE OF DUPAGE**

WHEREAS, the DuPage Area Occupational Education System ("DAOES") is a vocational education program organized pursuant to Section 10-22.31a of the *Illinois School Code*, 105 ILCS 5/10-22.31a, serving students in DuPage County.

WHEREAS, DAOES may designate an administrative district to act as fiscal and legal agent for the districts that are parties to the joint agreement under which DAOES operates.

WHEREAS, pursuant to the *Illinois Intergovernmental Cooperation Act*, 5 ILCS 220/1, *et seq.*, DAOES may enter into an agreement with another public entity designating that entity to serve as the fiscal and legal agent for DAOES.

WHEREAS, the College of DuPage, Cook, DuPage and Will Counties, Illinois, by and through its governing Board of Trustees, has agreed to serve as the legal and fiscal agent for DAOES.

NOW, THEREFORE be it resolved by the Board of Directors of DAOES and the Board of Trustees of the College of DuPage:

Section 1. The Board of Directors of DAOES hereby appoints the College of DuPage, DuPage County, Illinois, as the administrative district serving as DAOES' fiscal and legal agent.

Section 2. The Board of Trustees of the College of DuPage hereby accepts appointment as the administrative district serving as DAOES' fiscal and legal agent.

Section 3. All prior appointments of service as the administrative district acting as fiscal and legal agent for DAOES are hereby revoked effective upon the execution of this Agreement.

Section 4. This Agreement shall remain in effect, and the College of DuPage shall continue to serve as fiscal and legal agent for DAOES, unless and until either party provides the

other with one hundred eighty (180) days written notice of intent to resign or replace the College of DuPage as fiscal and legal agent for DAOES.

Section 5. Any notice served in connection with this Agreement shall be sent via certified mail to the following individuals:

If to DAOES: Director  
DuPage Area Occupational Education System  
301 S. Swift Road  
Addison, Illinois 60101

If to College of DuPage: Tom Ryan  
Vice President of Administrative Affairs  
College of DuPage  
425 22nd Street  
Glen Ellyn, Illinois 60137

Section 6. This Agreement shall become effective upon adoption by the duly authorized Boards of both DAOES and the College of DuPage.

BOARD OF DIRECTORS OF  
DUPAGE AREA OCCUPATIONAL  
EDUCATION SYSTEM, DUPAGE  
COUNTY ILLINOIS

By: William F. Beck

Its: PRESIDENT

Attest: Bruce E. Smith

Date: 5/17/01

BOARD OF TRUSTEES OF  
COLLEGE OF DUPAGE, COOK,  
DUPAGE and WILL COUNTIES,  
AND STATE OF ILLINOIS

By: Mary Little King  
Its: 5/9/01

Attest: Karen V. Sylvester

Date: 5/9/01