

**Information:**

**Drawer:** Accounts Payable - Invoices  
**Vendor Number:** 1084121  
**Vendor Name:** DAOES

**Check Details:**

**Check Number:** E0106471  
**Check Amount:** \$ 300,000.00  
**Check Date:** 3/18/2025

**Invoice Details:**

**Invoice Number:** 3-4-25  
**Invoice Date:** 3/7/2025  
**PO Number:** NULL  
**Voucher Number:** V0877536  
**Document Type:** AP Invoice

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**Document Below**

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

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

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

Wed, Mar 12, 2025 at 07:58 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 3.4.2025 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)<br>e.g. 01-80-00757-5401001 | GL Account Name<br>e.g. Office Supplies | Amount    |
|----------------|--|---|-----------|
|                |  |   |           |
|                |  |   |           |
|                |  |   |           |
|                |  |   |           |
|                |  |   |           |
| <b>Total</b>   |  |   | <b>\$</b> |

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: 3/31/2025   |  |   |                |            |                              |
| 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 3/4/2025 |
| 2   | 10-99-99286-2900099                            | Daoes/ISBE Payments : Funds Held in Custody of Othr         |                | 25,000.00  | DAOES Payment rec'd 3/4/2025 |
| 3   | 01-00-00000-1100201                            | General : ILFUNDS   | 275,000.00     |            | DAOES Payment rec'd 3/4/2025 |
| 4   | 10-99-99286-2900099                            | Daoes/ISBE Payments : Funds Held in Custody of Othr         |                | 275,000.00 | DAOES Payment rec'd 3/4/2025 |
|   |  |   |                |            |                              |
|   |  |   |                |            |                              |
|   |  |   |                |            |                              |
|   |  |   |                |            |                              |
|   |  |   |                |            |                              |
|   |  |   |                |            |                              |
| TOTALS  | JE Description (30 character limit): see above |   | 300,000.00     | 300,000.00 | -                            |
| Description: ISBE payment rcv'd 3/4/25: 19-022-5020-46 ,CTEI (3220), E4, \$25,000<br>ISBE payment rcv'd 3/4/25: 19-022-5020-46 CTEI (3220), 00, \$275,000 |  |   |                |            |                              |
| Entered By:   | Grace Wahler                                   | <i>Grace Wahler</i>   | Date Entered:  | 3/6/2025   | JE Number: J032779           |
| Prepared By:  |  | Sheila Wagner   | Date Prepared: | 3/5/2025   | Reversal JE Number:          |
| Approved By: David Virgilio   |  | <i>DV</i>   | Date Approved: |            |                              |

| Trade Date | FUND & ACCOUNT |                  | Transaction Type           | Shares     | NAV | Amount       |          |
|------------|----------------|------------------|----------------------------|------------|-----|--------------|----------|
| 03/04/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 25000      | 1   | 25,000.00    | ISBE CTE |
| 03/04/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 275000     | 1   | 275,000.00   | ISBE CTE |
| 02/19/2025 | Illinois LGIP  | Acct#: *****0577 | INCOME DIVIDEND CASH       | N/A        | 0   | 5,947.92     |          |
| 02/19/2025 | Illinois LGIP  | Acct#: *****0577 | SAME DAY WIRE REDEMPTION   | 3208092.72 | 1   | 3,208,092.72 |          |
| 02/07/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 1071842.26 | 1   | 1,071,842.26 |          |
| 02/07/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 421515.27  | 1   | 421,515.27   |          |
| 02/04/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 202786     | 1   | 202,786.00   |          |
| 02/03/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 14947      | 1   | 14,947.00    |          |
| 01/31/2025 | Illinois LGIP  | Acct#: *****0577 | INCOME REINVEST            | 688.55     | 1   | 688.55       |          |
| 01/31/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 25000      | 1   | 25,000.00    |          |
| 01/31/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 275000     | 1   | 275,000.00   |          |
| 01/28/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 645522.77  | 1   | 645,522.77   |          |
| 01/28/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 131042.87  | 1   | 131,042.87   |          |
| 01/27/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 407510     | 1   | 407,510.00   |          |
| 01/27/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 12238      | 1   | 12,238.00    |          |
| 01/24/2025 | Illinois LGIP  | Acct#: *****0577 | INCOME DIVIDEND CASH       | N/A        | 0   | 6,331.96     |          |
| 01/24/2025 | Illinois LGIP  | Acct#: *****0577 | SAME DAY WIRE REDEMPTION   | 3800179.64 | 1   | 3,800,179.64 |          |
| 01/23/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 855018     | 1   | 855,018.00   |          |
| 01/08/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 2248785.23 | 1   | 2,248,785.23 |          |
| 01/07/2025 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 337949.42  | 1   | 337,949.42   |          |
| 12/31/2024 | Illinois LGIP  | Acct#: *****0577 | INCOME REINVEST            | 321.99     | 1   | 321.99       |          |
| 12/26/2024 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 25000      | 1   | 25,000.00    |          |
| 12/26/2024 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 275000     | 1   | 275,000.00   |          |
| 12/26/2024 | Illinois LGIP  | Acct#: *****0577 | SHARES PURCHASED - WIRE    | 8105       | 1   | 8,105.00     |          |
| 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   |          |

VENDOR WARRANT DETAIL















RETURN HOME

VENDOR SUMMARY

CONTRACT SEARCH

PAYMENTS SEARCH

PAYMENTS ISSUED

PENDING PAYMENTS

PAYMENTS NOTIFICATIONS

[Return Back](#)

|                                |  |             |                |           |               |
|--------------------------------|--|-------------|----------------|-----------|---------------|
| Warrant/EFT#: EF 0008253       |  |             |                |           |               |
| Fiscal Year                    |  | 2025        | Issue Date     |           | 03/03/25      |
| Warrant Total                  |  | \$25,000.00 | Warrant Status |           |               |
|                                |  |             |                |           |               |
| Agency                         |  | Contract    | Invoice        | Voucher   | Agency Amount |
| 586 - STATE BOARD OF EDUCATION |  |             | 0000071016     | 500071016 | \$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               |  |

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# VENDOR WARRANT DETAIL















RETURN HOME

VENDOR SUMMARY

CONTRACT SEARCH

PAYMENTS SEARCH

PAYMENTS ISSUED

PENDING PAYMENTS

PAYMENTS NOTIFICATIONS

[Return Back](#)

|                                |              |                |           |               |
|--------------------------------|--------------|----------------|-----------|---------------|
| Warrant/EFT#: EF 0008252       |              |                |           |               |
| Fiscal Year                    | 2025         | Issue Date     | 03/03/25  |               |
| Warrant Total                  | \$275,000.00 | Warrant Status |           |               |
|                                |              |                |           |               |
| Agency                         | Contract     | Invoice        | Voucher   | Agency Amount |
| 586 - STATE BOARD OF EDUCATION |              | 0000071015     | 500071015 | \$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               |  |

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## Filters

Project Year\*

2025

Entity\*

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

Program\*

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

Sub Project\*

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          | Disbursed (01/08/2025) | 01/30/2025               |                       |
| 2/28/2025     | \$275,000.00          | Disbursed (02/05/2025) |                          |                       |
| 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 Project\*

E4



## 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         | Disbursed (01/08/2025) | 01/30/2025               |                       |
| 2/28/2025     | \$25,000.00         | Disbursed (02/05/2025) |                          |                       |
| 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. Deak

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