

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1373290

Vendor Name: Jennifer A. Braun

Invoice Number: 010918

Invoice Date: 01/09/18

PO Number:

Check Number: 0229870

Check Amount: \$ 139.35

Check Date: 01/17/2018

Department ID: 15290

Reviewer Name:

Voucher Number: V0491060

Redaction Type: FERPA

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

College of DuPage - Accounts Payable
Check Request Form
revised 3/27/17

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 Vendor Payment - Check Request Procedure No. 10-65

Date: 1/9/2018

Vendor ID:

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	30	15290	5108002	Student Worker NON-CSWP	\$ 139.35

Grand Total

\$ 139.35

AP VERIFIED

Check the appropriate box below and sign

☒ We, the undersigned, hereby certify that the goods/services for which payment is herein requested have been received 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.

Payee Name:

Other

Instructions:

Please return check to Roxanne Kokes, Payroll

Payee Address:

Description on Check:

To reissue lost payroll check #33954 without impacting wage record (originally issued in previous calendar year)

Approvals:

Prepared By:

Megan Zale

Approved By:

D. Virgilio

Date:

Signature:

Signature:

1/9/18

Payment Due:

N/A

Approved By:

Date:

Board Approved Date:

N/A

Signature:

Approved By Division VP:

Date:

Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2332 A), acctpay@cod.edu

01.08.18

0.0334

630 - 605-7719

Lost her
check

NEED AP CK. ISSUED

100



1373290

01/17/2018

0229870

010918

V0491060

Reissue lost payroll ck

0130152905108002

139.35

*Reissue
Kathleen*

139.35

0229870

PAY ONLY ONE HUNDRED THIRTY NINE AND 35/100 DOLLARS

01/17/2018

\$*****139.35

Jennifer A. Braun
2850 Stonewater Dr
Naperville IL 60564