

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082191  
Vendor Name: All Occasions Balloons  
Invoice Number: 15884  
Invoice Date: 03/26/18  
PO Number:  
Check Number: 0234749  
Check Amount: \$ 75.00  
Check Date: 04/11/2018  
Department ID: 00793  
Reviewer Name:  
Voucher Number: V0502203  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

College of DuPage - Accounts Payable  
Check Request Form  
revised 12/18/17

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:

3/21/2018

Vendor ID:

1082191

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
15884		01	60	00793	5501001	Celebration of Academic Excellence - Balloon Order	75.00

Grand Total

\$ 75.00

**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 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.

Payee Name:

All Occasions Balloons

Other

Instructions:

Please call or email Katrina Swon  
when check is ready for pickup.

Payee Address:

236 N. Gables Blvd., Wheaton, IL 60187

X3249  
swonk@cod.edu

Description on Check:

Balloon Order  
Invoice # 15884

Approvals:

Prepared By:

Katrina Swon

Approved By:

Lisa Stock

Date: 3/21/18

Signature:

Katrina Swon

Signature:

Lisa Stock

3/23/18

Payment Due:

4/25/18

Approved By:

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Date:

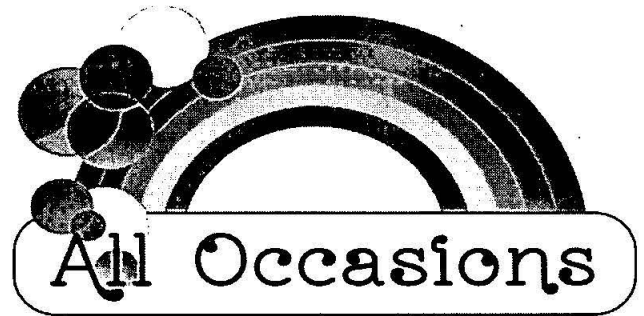
Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)

01000

0.0334

All Occasions Balloons / American Balloon Co  
 236 N Gables Blvd  
 Wheaton, IL 60187  
 630-690-1144  
 Jane@UpWithBalloons.com



Event Date

04/25/18

Event Information

Celebration of Academic Excellence  
 at COD Student Resource Center Room 2000  
 on Wednesday, April 25th at 6:30pm  
 Delivery 4:30-5pm

Invoice Date

03/26/18

Invoice No.

15884

Invoice

Due Date

04/10/18

Bill To

College Of Dupage  
 425 Fawell Blvd  
 Glen Ellyn, IL 60137

Quantity	Item	Description	Price Each	Amount
7	centerpiece	Each centerpiece has one Silver and one Green balloon attached to a Petite Base	4.00	28.00T
3	centerpiece	Each centerpiece has five balloons attached to a Green Base	9.00	27.00T
4	Loose	Silver and Green will added for no additional cost	0.00	0.00T
1	Deliver	DELIVERY and SET UP	20.00	20.00

Thank you for your business.

Subtotal \$75.00

Sales Tax (0.00) \$0.00

Total \$75.00

1082191

04/11/2018

0234749

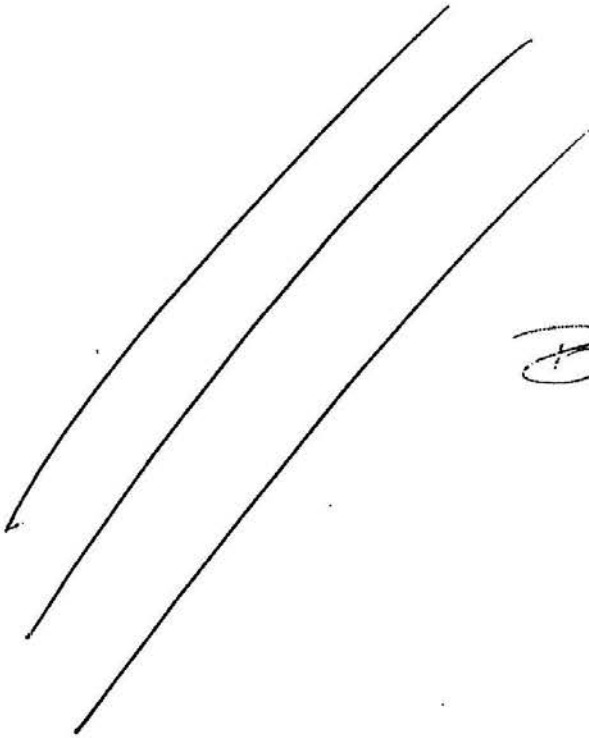
15884

V0502203

Celebration of Academic

0180007935501001

75.00



75.00

0234749

PAY ONLY SEVENTY FIVE AND 00/100 DOLLARS

04/11/2018

\$\*\*\*\*\*75.00

All Occasions Balloons  
236 N. Gables Blvd  
Wheaton IL 60187-1000