

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1410399

Vendor Name: Bethany F. Berg

Invoice Number: 032318

Invoice Date: 03/23/18

PO Number:

Check Number: 0234780

Check Amount: \$ 50.00

Check Date: 04/11/2018

Department ID: 99119

Reviewer Name:

Voucher Number: V0507994

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: 3/23/2018
Vendor ID:

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		10	99	99119	2900099	Funds Held in Custody of Othr	\$ 50.00

Grand Total \$ 50.00

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 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:

Payee Address:

Description on Check:

Reimbursement for club trip to Yerkes Planetarium tour.

Approvals:

Prepared By: Shannon Hernandez

Approved By: Chuck Steele

Date:

Signature: Shannon Hernandez

Signature: Chuck Steele

Date:

Payment Due: 4/13/2018

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

U OF C YERKES TOURS
373 W GENEVA STREET
MILLIANS BAY, WI 53191

Merchant ID: 2885
Term ID: 0002

Store ID: 0001
Ref ID: 0026

Sale

XXXXXXXXXXXX131

MASTERCARD

Entry Method: Swiped

Total: \$ 79.54

12/16/17

20:42:33

Inv ID: 000026

Appr Code: BR02ET

Transaction ID: 1216MPGPGUSLA

Apprvd: Online

Batch#: 000101

\$50.00 - Yerkes Tour

\$29.54 - Previous Copy Souvenirs