

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1362652

Vendor Name: Ismael J. Lopez

Invoice Number: 032318

Invoice Date: 03/23/18

PO Number:

Check Number: 0234927

Check Amount: \$ 50.00

Check Date: 04/11/2018

Department ID: 99119

Reviewer Name:

Voucher Number: V0508053

Redaction Type: Other

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.

☒ **04/06/18 - BETHANY CRUSE**
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:

Payee Address:

Description on Check:

Reimbursement for club trip to Yerkes Planetarium tour.

Other
Instructions:

Approvals:

Prepared By:

Shannon Hernandez

Signature:

Shannon Hernandez

Payment Due:

4/13/2018

Board Approved Date:

Approved By:

Chuck Steele

Date:

Signature:

Chuck Steele

Approved By:

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 TRIPS TOURS
343 N GENEVA STREET
WILLIAMS BAY, HI 53191
Merchant ID: 2885
Tech ID: 0002

Store ID: 0001
Ref ID: 0023

Sale

XXXXXXXXXX10051
DISCOVER

Entry Method: Chip

Total: \$ 50.00

Yerkes Tour

12/16/17

20:35:02

Inv #: 000023

Appr Code: 01638R

Transaction ID: 087303177028551

Apprvd: Online

Batch#: 000101

Discover Credit

ATU: A000001523010
ISI: E800
TVR: 000000000

Customer Copy