

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1178337

Vendor Name: Phi Theta Kappa

Invoice Number: 032318

Invoice Date: 03/23/18

PO Number:

Check Number: 0234993

Check Amount: \$ 780.00

Check Date: 04/11/2018

Department ID: 12691

Reviewer Name:

Voucher Number: V0508055

Redaction Type: None

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: 1178337

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		10	99	12691	2900099	Funds Held in Custody of Othr	\$ <u>780.00</u>

Grand Total

\$ 780.00

**AP VERIFIED**  
**04/06/18 - BETHANY CRUSE**

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: Phi Theta Kappa

Other  
Instructions:

Members:  
Mulla, Foster, Currence, Manaves, Duran,  
Wood, Latelle, Chapmann, Fisher, Canlas,  
Khan/Mohen

Payee Address: PO Box 13729, Jackson, MS 39236

Description on Check:

Payment for PTK Membership fees for Presidential Scholars	Invoices	240644B - \$65	2359060 - \$65
	2423581 - \$65	2394479 - \$65	2377855 - \$65
	2401411 - \$65	2394480 - \$65	2376897 - \$65
	2401412 - \$65	2394481 - \$65	1072938 171 + 172 = \$130

Approvals:

Prepared By: Shannon Hernandez  
Signature: [Signature]  
Payment Due: 4/13/2018  
Board Approved Date: \_\_\_\_\_

Approved By: Chuck Steele  
Signature: [Signature]  
Approved By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Approved By Division VP: \_\_\_\_\_  
Signature: \_\_\_\_\_

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

015 4

0.034



**Phi Theta Kappa**  
1625 Eastover Drive, Jackson, MS, 39211, USA  
Phone: 800-946-9995 Email: help@ptk.org

**INVOICE**

Date: 23-Mar-2018

Order Number: 1072972179  
Order Date: 22-Mar-2018  
Invoice Number: 0002423581

Mrs. Shannon Hernandez  
College of Dupage  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6708

Product			Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
Ship Customer								
PB2-C-PB2-C - Phi Beta Chapter Membership - C			1	0.00	0.00	0.00	0.00	0.00
Dirrah Mulla								
PTK/INTL - F-PTK - Phi Theta Kappa International Membership 22-Mar-2018 to	Active	Active	1	60.00	0.00	0.00	0.00	60.00
Dirrah Mulla								
PTK/RG-IL-F-PTK - Illinois Region Membership 22-Mar-2018 to 21-Mar-2022	Active	Active	1	5.00	0.00	0.00	0.00	5.00
Dirrah Mulla								
PTK/PB2-PTK - Phi Beta Chapter Membership 22-Mar-2018 to 21-Mar-2022	Active	Active	1	0.00	0.00	0.00	0.00	0.00
Dirrah Mulla								
				Shipping:				0.00
				Tax:				0.00
				Order Total :				65.00
				Paid to Date:				0.00
				Current Amount Due:				65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0      Mrs. Shannon Hernandez  
Order No.: 1072972179      Invoice No: 0002423581      Balance Due(USD): 65.00

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ CVV2: \_\_\_\_\_ Amount: \_\_\_\_\_  
Credit Cards Accepted - (AE, VS, MS)

Send payments to:      **Phi Theta Kappa**  
                                 P.O. Box 13729  
                                 Jackson, MS 39236



Phi Theta Kappa #1178337  
1625 Eastover Drive, Jackson, MS, 39211, USA  
Phone: 800-946-9995 Email: help@ptk.org

## INVOICE

Date: 13-Mar-2018

Order Number: 1072954750  
Order Date: 12-Mar-2018  
Invoice Number: 0002401411

Mrs. Shannon Hernandez  
College of Dupage  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6708

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
Ship Customer						
PB2-C-PB2-C - Phi Beta Chapter Membership - C	1	0.00	0.00	0.00	0.00	0.00
Jessica Foster						
PTK/INTL - F-PTK - Phi Theta Kappa International Membership 12-Mar-2018 to	1	60.00	0.00	0.00	0.00	60.00
Jessica Foster						
PTK/RG-IL-F-PTK - Illinois Region Membership 12-Mar-2018 to 11-Mar-2022	1	5.00	0.00	0.00	0.00	5.00
Jessica Foster						
PTK/PB2-PTK - Phi Beta Chapter Membership 12-Mar-2018 to 11-Mar-2022	1	0.00	0.00	0.00	0.00	0.00
Jessica Foster						
Shipping:						0.00
Tax:						0.00
Order Total :						65.00
Paid to Date:						0.00
Current Amount Due:						65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0 Mrs. Shannon Hernandez  
Order No.: 1072954750 Invoice No: 0002401411

Balance Due(USD): 65.00

Credit-Card # \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ CVV2: \_\_\_\_\_ Amount: \_\_\_\_\_

Credit Cards Accepted - (AE, VS, MS)

Send payments to: Phi Theta Kappa  
P.O. Box 13729  
Jackson, MS 39236



**Phi Theta Kappa**  
1625 Eastover Drive, Jackson, MS, 39211, USA  
Phone: 800-946-9995 Email: help@ptk.org

**INVOICE**

Date: 13-Mar-2018

Order Number: 1072954751  
Order Date: 12-Mar-2018  
Invoice Number: 0002401412

Mrs. Shannon Hernandez  
College of Dupage  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6708

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
<b>Ship Customer</b>						
PB2-C-PB2-C - Phi Beta Chapter Membership - C	1	0.00	0.00	0.00	0.00	0.00
Kyle Currence						
PTK/INTL - F-PTK - Phi Theta Kappa International Membership 12-Mar-2018 to	Active	Active	1	60.00	0.00 0.00	0.00 60.00
Kyle Currence						
PTK/RG-IL-F-PTK - Illinois Region Membership 12-Mar-2018 to 11-Mar-2022	Active	Active	1	5.00	0.00 0.00	0.00 5.00
Kyle Currence						
PTK/PB2-PTK - Phi Beta Chapter Membership 12-Mar-2018 to 11-Mar-2022	Active	Active	1	0.00	0.00 0.00	0.00 0.00
Kyle Currence						
Shipping:						0.00
Tax:						0.00
Order Total :						65.00
Paid to Date:						0.00
Current Amount Due:						65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0      Mrs. Shannon Hernandez  
Order No.: 1072954751      Invoice No: 0002401412      Balance Due(USD): 65.00

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ CVV2: \_\_\_\_\_ Amount: \_\_\_\_\_

Credit Cards Accepted - (AE, VS, MS)

Send payments to:      Phi Theta Kappa  
                                 P.O. Box 13729  
                                 Jackson, MS 39236



# Phi Theta Kappa

1625 Eastover Drive, Jackson, MS, 39211, USA  
Phone: 800-946-9995 Email: help@ptk.org

## INVOICE

Date: 15-Mar-2018

Order Number: 1072958620  
Order Date: 14-Mar-2018  
Invoice Number : 0002406448

Mrs. Shannon Hernandez  
College of Dupage  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6708

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
<b>Ship Customer</b>						
PB2-C-PB2-C - Phi Beta Chapter Membership - C	1	0.00	0.00	0.00	0.00	0.00
Alexandra Manaves						
PTK/INTL - F-PTK - Phi Theta Kappa International Membership 14-Mar-2018 to	Active	Active	1	60.00	0.00 0.00 0.00	60.00
Alexandra Manaves						
PTK/RG-IL-F-PTK - Illinois Region Membership 14-Mar-2018 to 13-Mar-2022	Active	Active	1	5.00	0.00 0.00 0.00	5.00
Alexandra Manaves						
PTK/PB2-PTK - Phi Beta Chapter Membership 14-Mar-2018 to 13-Mar-2022	Active	Active	1	0.00	0.00 0.00 0.00	0.00
Alexandra Manaves						
Shipping:						0.00
Tax:						0.00
Order Total :						65.00
Paid to Date:						0.00
Current Amount Due:						65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0 Mrs. Shannon Hernandez  
Order No.: 1072958620 Invoice No: 0002406448

Balance Due(USD): 65.00

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ CVV2: \_\_\_\_\_ Amount: \_\_\_\_\_

Credit Cards Accepted - (AE, VS, MS)

Send payments to: Phi Theta Kappa  
P.O. Box 13729  
Jackson, MS 39236



**Phi Theta Kappa**  
1625 Eastover Drive, Jackson, MS, 39211, USA  
Phone: 800-946-9995 Email: help@ptk.org

**INVOICE**

Date: 09-Mar-2018

Order Number: 1072949485  
Order Date: 08-Mar-2018  
Invoice Number : 0002394479

Mrs. Shannon Hernandez  
College of Dupage  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6708

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
Ship Customer						
PB2-C-PB2-C - Phi Beta Chapter Membership - C	1	0.00	0.00	0.00	0.00	0.00
Marianna Duran						
PTK/INTL - F-PTK - Phi Theta Kappa International Membership 08-Mar-2018 to	1	60.00	0.00	0.00	0.00	60.00
Active Active						
Marianna Duran						
PTK/RG-IL-F-PTK - Illinois Region Membership 08-Mar-2018 to 07-Mar-2022	1	5.00	0.00	0.00	0.00	5.00
Active Active						
Marianna Duran						
PTK/PB2-PTK - Phi Beta Chapter Membership 08-Mar-2018 to 07-Mar-2022	1	0.00	0.00	0.00	0.00	0.00
Active Active						
Marianna Duran						
Shipping:						0.00
Tax:						0.00
Order Total :						65.00
Paid to Date:						0.00
Current Amount Due:						65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0 Mrs. Shannon Hernandez  
Order No.: 1072949485 Invoice No: 0002394479  
Balance Due(USD): 65.00

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ CVV2: \_\_\_\_\_ Amount: \_\_\_\_\_

Credit Cards Accepted - (AE, VS, MS)

Send payments to: Phi Theta Kappa  
P.O. Box 13729  
Jackson, MS 39236



**Phi Theta Kappa**  
 1625 Eastover Drive, Jackson, MS, 39211, USA  
 Phone: 800-946-9995 Email: help@ptk.org

# INVOICE

Date: 09-Mar-2018

Order Number: 1072949486  
 Order Date: 08-Mar-2018  
 Invoice Number : 0002394480

Mrs. Shannon Hernandez  
 College of Dupage  
 425 Fawell Blvd  
 Glen Ellyn, IL 60137-6708

Product			Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
<b>Ship Customer</b>								
PB2-C-PB2-C - Phi Beta Chapter Membership - C			1	0.00	0.00	0.00	0.00	0.00
Amber Wood								
PTK/INTL - F-PTK - Phi Theta Kappa	Active	Active	1	60.00	0.00	0.00	0.00	60.00
International Membership 08-Mar-2018 to								
Amber Wood								
PTK/RG-IL-F-PTK - Illinois Region	Active	Active	1	5.00	0.00	0.00	0.00	5.00
Membership 08-Mar-2018 to 07-Mar-2022								
Amber Wood								
PTK/PB2-PTK - Phi Beta Chapter	Active	Active	1	0.00	0.00	0.00	0.00	0.00
Membership 08-Mar-2018 to 07-Mar-2022								
Amber Wood								
Shipping:								0.00
Tax:								0.00
Order Total :								65.00
Paid to Date:								0.00
Current Amount Due:								65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0      Mrs. Shannon Hernandez  
 Order No.: 1072949486      Invoice No: 0002394480      Balance Due(USD): 65.00

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ CVV2: \_\_\_\_\_ Amount: \_\_\_\_\_

Credit Cards Accepted - (AE, VS, MS)

Send payments to:      Phi Theta Kappa  
                                  P.O. Box 13729  
                                  Jackson, MS 39236





**Phi Theta Kappa**  
1625 Eastover Drive, Jackson, MS, 39211, USA  
Phone: 800-946-9995 Email: help@ptk.org

**INVOICE**

Date: 09-Mar-2018

Order Number: 1072949487  
Order Date: 08-Mar-2018  
Invoice Number : 0002394481

Mrs. Shannon Hernandez  
College of Dupage  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6708

Product			Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
Ship Customer								
PB2-C-PB2-C - Phi Beta Chapter Membership - C			1	0.00	0.00	0.00	0.00	0.00
Christopher Latelle								
PTK/INTL - F-PTK - Phi Theta Kappa International Membership 08-Mar-2018 to	Active	Active	1	60.00	0.00	0.00	0.00	60.00
Christopher Latelle								
PTK/RG-IL-F-PTK - Illinois Region Membership 08-Mar-2018 to 07-Mar-2022	Active	Active	1	5.00	0.00	0.00	0.00	5.00
Christopher Latelle								
PTK/PB2-PTK - Phi Beta Chapter Membership 08-Mar-2018 to 07-Mar-2022	Active	Active	1	0.00	0.00	0.00	0.00	0.00
Christopher Latelle								
				Shipping:				0.00
				Tax:				0.00
				Order Total :				65.00
				Paid to Date:				0.00
				Current Amount Due:				65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0      Mrs. Shannon Hernandez  
Order No.: 1072949487      Invoice No: 0002394481      Balance Due(USD): 65.00

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ CVV2: \_\_\_\_\_ Amount: \_\_\_\_\_

Credit Cards Accepted - (AE, VS, MS)

Send payments to:      Phi Theta Kappa  
P.O. Box 13729  
Jackson, MS 39236



**Phi Theta Kappa**  
 1625 Eastover Drive, Jackson, MS, 39211, USA  
 Phone: 800-946-9995 Email: help@ptk.org

**INVOICE**

Date: 23-Feb-2018

Order Number: 1072912176  
 Order Date: 22-Feb-2018  
 Invoice Number: 0002359060

Mrs. Shannon Hernandez  
 College of Dupage  
 425 Fawell Blvd  
 Glen Ellyn, IL 60137-6708

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
<b>Ship Customer</b>						
PB2-C-PB2-C - Phi Beta Chapter Membership - C	1	0.00	0.00	0.00	0.00	0.00
Amanda Chapmann						
PTK/INTL - F-PTK - Phi Theta Kappa International Membership 22-Feb-2018 to	1	60.00	0.00	0.00	0.00	60.00
Amanda Chapmann						
PTK/RG-IL-F-PTK - Illinois Region Membership 22-Feb-2018 to 21-Feb-2022	1	5.00	0.00	0.00	0.00	5.00
Amanda Chapmann						
PTK/PB2-PTK - Phi Beta Chapter Membership 22-Feb-2018 to 21-Feb-2022	1	0.00	0.00	0.00	0.00	0.00
Amanda Chapmann						
Shipping:						0.00
Tax:						0.00
Order Total :						65.00
Paid to Date:						0.00
Current Amount Due:						65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0      Mrs. Shannon Hernandez  
 Order No.: 1072912176      Invoice No: 0002359060      Balance Due(USD): 65.00

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ CVV2: \_\_\_\_\_ Amount: \_\_\_\_\_

Credit Cards Accepted - (AE, VS, MS)

Send payments to:      Phi Theta Kappa  
                                  P.O. Box 13729  
                                  Jackson, MS 39236



**Phi Theta Kappa**  
1625 Eastover Drive, Jackson, MS, 39211, USA  
Phone: 800-946-9995 Email: help@ptk.org

**INVOICE**

Date: 02-Mar-2018

Order Number: 1072936663  
Order Date: 01-Mar-2018  
Invoice Number: 0002377855

Mrs. Shannon Hernandez  
College of Dupage  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6708

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
Ship Customer						
PB2-C-PB2-C - Phi Beta Chapter Membership - C	1	0.00	0.00	0.00	0.00	0.00
Sean Fisher						
PTK/INTL - F-PTK - Phi Theta Kappa International Membership 01-Mar-2018 to	1	60.00	0.00	0.00	0.00	60.00
Active Active						
Sean Fisher						
PTK/RG-IL-F-PTK - Illinois Region Membership 01-Mar-2018 to 28-Feb-2022	1	5.00	0.00	0.00	0.00	5.00
Active Active						
Sean Fisher						
PTK/PB2-PTK - Phi Beta Chapter Membership 01-Mar-2018 to 28-Feb-2022	1	0.00	0.00	0.00	0.00	0.00
Active Active						
Sean Fisher						
Shipping:						0.00
Tax:						0.00
Order Total :						65.00
Paid to Date:						0.00
Current Amount Due:						65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0 Mrs. Shannon Hernandez  
Order No.: 1072936663 Invoice No: 0002377855  
Balance Due(USD): 65.00

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ CVV2: \_\_\_\_\_ Amount: \_\_\_\_\_

Credit Cards Accepted - (AE, VS, MS)

Send payments to: Phi Theta Kappa  
P.O. Box 13729  
Jackson, MS 39236



**Phi Theta Kappa**  
1625 Eastover Drive, Jackson, MS, 39211, USA  
Phone: 800-946-9995 Email: help@ptk.org

**INVOICE**

Date: 02-Mar-2018

Order Number: 1072936150  
Order Date: 01-Mar-2018  
Invoice Number : 0002376897

Mrs. Shannon Hernandez  
College of Dupage  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6708

Product			Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
Ship Customer								
PB2-C-PB2-C - Phi Beta Chapter Membership - C			1	0.00	0.00	0.00	0.00	0.00
Gabrielle Canlas								
PTK/INTL - F-PTK - Phi Theta Kappa	Active	Active	1	60.00	0.00	0.00	0.00	60.00
International Membership 01-Mar-2018 to								
Gabrielle Canlas								
PTK/RG-IL-F-PTK - Illinois Region	Active	Active	1	5.00	0.00	0.00	0.00	5.00
Membership 01-Mar-2018 to 28-Feb-2022								
Gabrielle Canlas								
PTK/PB2-PTK - Phi Beta Chapter	Active	Active	1	0.00	0.00	0.00	0.00	0.00
Membership 01-Mar-2018 to 28-Feb-2022								
Gabrielle Canlas								
					Shipping:			0.00
					Tax:			0.00
					Order Total :			65.00
					Paid to Date:			0.00
					Current Amount Due:			65.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276-0      Mrs. Shannon Hernandez  
Order No.: 1072936150      Invoice No: 0002376897      Balance Due(USD): 65.00

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ CVV2: \_\_\_\_\_ Amount: \_\_\_\_\_

Credit Cards Accepted - (AE, VS, MS)

Send payments to:      Phi Theta Kappa  
                                 P.O. Box 13729  
                                 Jackson, MS 39236



**Phi Theta Kappa**  
Honor Society of the Two Year College  
P.O. Box 13729  
Jackson, MS 39236-3729  
(800) 946-9995

# INVOICE

Date: 03/08/2018

Bill-To: 000012002276

Order Date: 3/ 2/2018-3/ 3/2018

Phi Beta Chapter  
College of Dupage  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6708

Product	Status	Qty	Member Name/Ship-To	Balance Due	Total
<i>Order Number: 1072938171      Order Date: 02-Mar-2018      Invoice Number: 0002379876</i>					
Phi Theta Kappa International Membership A	A	1	Nauman Khan	\$60.00	\$60.00
Illinois Region Membership	A	1	Nauman Khan	\$5.00	\$5.00
<i>Order Number: 1072938172      Order Date: 02-Mar-2018      Invoice Number: 0002379877</i>					
Phi Theta Kappa International Membership A	A	1	Mason Monen	\$60.00	\$60.00
Illinois Region Membership	A	1	Mason Monen	\$5.00	\$5.00
<b>Current Amount Due:</b>					<b>\$130.00</b>

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000012002276      Card Type: Visa ☐ Mastercard ☐ Discover ☐

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_

Balance Due: **\$130.00**

*Credit Card orders without your signature and expiration date cannot be processed.*

Signature \_\_\_\_\_

Amount: \_\_\_\_\_

Send payments to: Phi Theta Kappa Honor Society  
Financial Services Department  
P.O. Box 13729  
Jackson, MS 39236-3729