

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1452336

Vendor Name: SKILLS USA INC ILLINOIS

Invoice Number: S43422

Invoice Date: 03/06/18

PO Number:

Check Number: 0235011

Check Amount: \$ 360.00

Check Date: 04/11/2018

Department ID: 02638

Reviewer Name:

Voucher Number: V0500927

Redaction Type: FERPA

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

Document Below

**AP VERIFIED**

**04/09/18 - ROBERT MAREK**

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: 3/8/2018  
Vendor ID: 1452336

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
S43422		06	10	02638	5501001	Conference/Meeting Exp- Local	\$ 270.00
S43422		01	10	00049	5503002	Mileage O of Dist/O of State	\$ 90.00
Grand Total							\$ 360.00

**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: SkillsUSA Illinois State Office  
Conference Registration  
PO Box 1029  
Payee Address: Pekin, IL 61555-1029

Other Instructions: Note - Please call Jonita Ellis at 815-244-5022 to pick up check. All support documents are attached.

**Description on Check:**

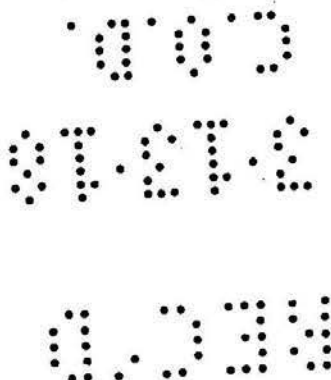
2018 SkillsUSA Illinois Contestant fees for College of DuPage Cosmetology Students: [REDACTED]

**Approvals:**

Prepared By: [Signature]  
Signature: Jonita Ellis  
Payment Due: \_\_\_\_\_  
Board Approved Date: \_\_\_\_\_

Approved By: Lisa Stock Date: 3/8/18  
Signature: [Signature] Date: 3/8/18  
Approved By: [Signature] Date: 3/9/18  
Signature: Donna Stewart Date: 3/9/18  
Approved By Division VP: Donna Stewart  
Signature: \_\_\_\_\_

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



JB

**Gay, Anna**

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**From:** Boone, Charles E.  
**Sent:** Wednesday, March 07, 2018 12:43 PM  
**To:** Gay, Anna  
**Subject:** RE: Skills USA

01-10-00049-5503002

Chuck

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**From:** Gay, Anna  
**Sent:** Wednesday, March 7, 2018 11:49 AM  
**To:** Boone, Charles E. <boonec@cod.edu>  
**Subject:** RE: Skills USA

Registration, Food and Hotel

*Anna Gay*  
*Program Support Specialist:*  
*Cosmetology, Culinary, Hospitality, Interior Design,*  
*Fashion Studies, Speech Communications*  
*College of DuPage BIC 1441*  
*425 Fawell Blvd.*  
*Glen Ellyn, IL 60137*  
*630-942-2502*

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**From:** Boone, Charles E.  
**Sent:** Wednesday, March 07, 2018 11:48 AM  
**To:** Gay, Anna <[gayanna@cod.edu](mailto:gayanna@cod.edu)>  
**Subject:** RE: Skills USA

Is this for travel expenses or for a registration fee or? Break it down for me.

Chuck

**From:** Gay, Anna

**Sent:** Wednesday, March 7, 2018 11:12 AM

**To:** Boone, Charles E. <[boonec@cod.edu](mailto:boonec@cod.edu)>

**Subject:** Skills USA

For just state the estimate is \$400

*Anna Gay*

*Program Support Specialist:*

*Cosmetology, Culinary, Hospitality, Interior Design,*

*Fashion Studies, Speech Communications*

*College of DuPage BIC 1441*

*425 Fawell Blvd.*

*Glen Ellyn, IL 60137*

*630-942-2502*

# REQUISITION FORM

FY: 18

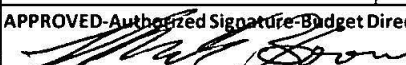
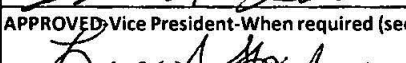
Name of Grant: Perkins

Activity Number: 2A3  
(if applicable)

## COLLEGE OF DuPAGE

Community College District NO. 502

Glen Ellyn, IL 60137

VENDOR NUMBER <b>1452336</b>		ACCOUNT NAME		DEPT. <b>10110</b>	UNIT/SUB <b>00049</b>	OBJECT/SUB <b>5503002</b>	SAMOUNT <b>90</b>
VENDOR NAME <b>Skills USA</b>				<b>0610</b>	<b>02638</b>	<b>5501001</b>	<b>270</b>
VENDOR ADDRESS <b>PO Box 1029</b>				DEPARTMENT NAME <b>ACH - Cosme</b>		DATE REQUIRED <b>3/15/18</b>	
<b>Pekin, IL 61555</b>				RESPONSIBLE PERSON (PLEASE PRINT) <b>Anna Gay</b>			PHONE EXT. <b>2502</b>
				DELIVER TO (REQUIRED)	PHONE EXT.	BUILDING	ROOM
CONTACT			PHONE <b>703674-5465</b>	APPROVED - Authorized Signature - Budget Director 			DATE
			TERMS	APPROVED - Vice President - When required (see #4 Below) 			<b>3-8-18</b>
ITEM NO.	QTY.	UNIT	MANUF. #	DESCRIPTION, SIZE, COLOR, CATALOG NO.		UNIT COST	TOTAL COST & DISCOUNT
<b>1</b>	<b>4</b>			<b>Student Registration Skills Usa</b>		<b>90.00</b>	<b>360.00</b>
<b>2</b>				<b>Invoice # 543422</b>			
<b>3</b>							
<b>4</b>							
<b>5</b>							
<b>6</b>							
<b>7</b>							

- Fill out completely, if Perkins, leave Acct No blank.
- Fill in vendor information. If new vendor, obtain a vendor number through the new vendor process.
- Requisitions must be approved by appropriate Dean, Assoc. Dean or Director before being processed.
- Requisitions for out of State travel (air, bus or car) must be approved by your respective Vice-President before being processed on the Pre-Travel forms,
- Requisitions amounting to but not exceeding \$4999 will be processed at the discretion of the Purchasing Dept. Requisitions from \$5000-\$14,999 will have a minimum of 3 verbal quotes solicited by Purchasing. Requisitions from \$15,000-\$24,999 will have 3 written quotes solicited by Purchasing.
- Any item or items to a single vendor exceeding \$25,000 must be formally bid.



**SkillsUSA Illinois State Leadership & Skills  
Conference  
INVOICE**

Invoice #: **S43422**  
Invoice Date: 3/6/2018  
Invoice Amount: \$360.00  
Print Date: 03/06/2018  
PO #:

**Bill To**

Accounts Payable  
College of DuPage Business & Technology  
425 Fawell Blvd TEC 1057  
Glen Ellyn, IL 60137

Billing Email: victorme@cod.edu

**School / Chapter / Training Program**

College of DuPage Business & Technology  
425 Fawell Blvd TEC 1057  
Glen Ellyn, IL 60137

Inv. Created By: victorme@cod.edu  
Melissa Victor  
victorme@cod.edu  
Cosmetology

**Payment Information:**

Checks payable to: "SkillsUSA Illinois, Inc." mailed c/o State  
Conference Registration

P.O. Box 1029  
Pekin, IL 61555-1029  
membership@skillsusaillinois.org


Please send State Conference Registration Fees to the SkillsUSA Illinois State Office: SkillsUSA Illinois Inc., c/o State  
Conference Registration, P.O. Box 1029, Pekin, IL 61555-1029. Checks should be made out to: "SkillsUSA Illinois, Inc."

**Event Information:**

Dates: 4/19/17 - 4/21/17  
Bank of Springfield Center  
Springfield IL

Please take care to see that your school's business office does not mistakenly send these payments to the National  
SkillsUSA payment address. The only payment that should be sent to National SkillsUSA is your school's Membership  
Fee. Send all other Fees to: SkillsUSA Illinois Inc., P.O. Box 1029, Pekin, IL 61555-1029.

Name	Fee Item	Qty	Amount	Extended
	Contestant Fee	1	\$90.00	\$90.00
	Contestant Fee	1	\$90.00	\$90.00
	Contestant Fee	1	\$90.00	\$90.00
	Contestant Fee	1	\$90.00	\$90.00
<b>Number Of Registrants:</b>	<b>4</b>	<b>Total Amount Due:</b>	<b>\$360.00</b>	

  
Lisa Stook, 3/8/18

**Payments**

Payment Type	Document #	Date	Amt Paid	Applied
<b>Totals Payments:</b>			<b>\$0.00</b>	

## Marek, Robert

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**From:** Gay, Anna  
**Sent:** Friday, April 6, 2018 8:43 AM  
**To:** Marek, Robert  
**Subject:** FW: Skills Account

He said yes!

*Anna Gay*  
*Program Support Specialist:*  
*Cosmetology, Culinary, Hospitality, Interior Design,*  
*Fashion Studies, Speech Communications*  
*College of DuPage BIC 1441*  
*425 Fawell Blvd.*  
*Glen Ellyn, IL 60137*  
*630-942-2502*

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**From:** Boone, Charles E.  
**Sent:** Friday, April 06, 2018 8:35 AM  
**To:** Gay, Anna <gayanna@cod.edu>  
**Subject:** RE: Skills Account

That's fine.

Chuck

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**From:** Gay, Anna  
**Sent:** Friday, April 6, 2018 8:08 AM  
**To:** Boone, Charles E. <[boonec@cod.edu](mailto:boonec@cod.edu)>  
**Subject:** FW: Skills Account

What says you?

*Anna Gay*  
*Program Support Specialist:*  
*Cosmetology, Culinary, Hospitality, Interior Design,*  
*Fashion Studies, Speech Communications*  
*College of DuPage BIC 1441*  
*425 Fawell Blvd.*  
*Glen Ellyn, IL 60137*  
*630-942-2502*

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**From:** Marek, Robert  
**Sent:** Thursday, April 05, 2018 9:15 AM  
**To:** Gay, Anna <[gayanna@cod.edu](mailto:gayanna@cod.edu)>  
**Subject:** RE: Skills Account



Can you ask him if he would approve using 01-20-00423-5501001 (Conference/Meeting Exp) to pay the \$90 instead? The 01-20-00423-5503001 is for out-of-state travel. Thanks!

Bobby Marek

**Accounts Payable Team Leader**

**Cash Disbursements/Payroll Department**

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2229 | [marekr@cod.edu](mailto:marekr@cod.edu)

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**From:** Gay, Anna

**Sent:** Thursday, April 5, 2018 7:40 AM

**To:** Marek, Robert <[marekr@cod.edu](mailto:marekr@cod.edu)>

**Subject:** FW: Skills Account

*Anna Gay*

*Program Support Specialist:*

*Cosmetology, Culinary, Hospitality, Interior Design,*

*Fashion Studies, Speech Communications*

*College of DuPage BIC 1441*

*425 Fawell Blvd.*

*Glen Ellyn, IL 60137*

*630-942-2502*

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**From:** Boone, Charles E.

**Sent:** Wednesday, April 04, 2018 3:39 PM

**To:** Gay, Anna <[gayanna@cod.edu](mailto:gayanna@cod.edu)>

**Subject:** RE: Skills Account

OK, so this is an advance and not a reimbursement...use account 01-20-00423-5503001

Chuck

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**From:** Gay, Anna

**Sent:** Wednesday, April 4, 2018 3:06 PM

**To:** Boone, Charles E. <[boonec@cod.edu](mailto:boonec@cod.edu)>

**Subject:** RE: Skills Account

Mileage line will not count. It must correlate more to a line for registration. Because it is a check request the policy restricts them from using that line.

*Anna Gay*

*Program Support Specialist:*

*Cosmetology, Culinary, Hospitality, Interior Design,*

*Fashion Studies, Speech Communications*

*College of DuPage BIC 1441*

*425 Fawell Blvd.*

*Glen Ellyn, IL 60137*



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**From:** Boone, Charles E.  
**Sent:** Wednesday, April 04, 2018 3:03 PM  
**To:** Gay, Anna <[gayanna@cod.edu](mailto:gayanna@cod.edu)>  
**Subject:** RE: Skills Account

You see what I know of the account. Call Bobby and ask what is the problem. Last time I checked, a room in Springfield didn't run over \$1000...

Chuck

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**From:** Gay, Anna  
**Sent:** Wednesday, April 4, 2018 3:00 PM  
**To:** Boone, Charles E. <[boonec@cod.edu](mailto:boonec@cod.edu)>  
**Subject:** RE: Skills Account

This one is in Springfield. It is the registration. \$90

*Anna Gay*  
*Program Support Specialist:*  
*Cosmetology, Culinary, Hospitality, Interior Design,*  
*Fashion Studies, Speech Communications*  
*College of DuPage BIC 1441*  
*425 Fawell Blvd.*  
*Glen Ellyn, IL 60137*  
*630-942-2502*

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**From:** Boone, Charles E.  
**Sent:** Wednesday, April 04, 2018 2:59 PM  
**To:** Gay, Anna <[gayanna@cod.edu](mailto:gayanna@cod.edu)>  
**Subject:** RE: Skills Account

How much do you need? The account reads:

01-10-00049-5503002	Cosmetology : Mileage O of Dist/O of State	<a href="#">999.96</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	999.96
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Chuck

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**From:** Gay, Anna  
**Sent:** Wednesday, April 4, 2018 12:43 PM  
**To:** Boone, Charles E. <[boonec@cod.edu](mailto:boonec@cod.edu)>  
**Subject:** Skills Account  
**Importance:** High

Hi Chuck,

Since [REDACTED] does not meet the Perkins specifications, you gave me an account to pay her portion out of---Bobby from AP says there isn't enough money in that account. Do have another option? The original given to me was 01 10 00049 5503002

Thank you so much!

*Anna Gay*

*Program Support Specialist:*

*Cosmetology, Culinary, Hospitality, Interior Design,*

*Fashion Studies, Speech Communications*

*College of DuPage BIC 1441*

*425 Fawell Blvd.*

*Glen Ellyn, IL 60137*

*630-942-2502*

1452336

04/11/2018

0235011

S43422  
S43422

V0500927  
V0500927

4 Contestant Fees  
4 Contestant Fees

0610026385501001  
0120004235501001

270.00  
90.00

*Anna Day*  
*4/12/18*

360.00

0235011

PAY ONLY THREE HUNDRED SIXTY AND 00/100 DOLLARS

04/11/2018

\$\*\*\*\*\*360.00

SKILLS USA INC ILLINOIS  
PO Box 1029  
C/O State Conf Registration  
Pekin IL 61555-1029