

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1468848

Vendor Name: Josie L. Suter

Invoice Number: ORDER 294364

Invoice Date: 02/21/18

PO Number:

Check Number: 0235018

Check Amount: \$ 143.34

Check Date: 04/11/2018

Department ID: 99325

Reviewer Name:

Voucher Number: V0499950

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: 3/2/2018
Vendor ID:

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		10	99	99325	2900099	Funds Held in Custody of Othr	\$ 143.34
Grand Total							\$ 143.34

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:

Other
Instructions:

Payee Address:

Description on Check:

Reimbursement for pizza for Engineering and Tech Club event. Food waiver attached.

Approvals:

Prepared By: Shannon Hernandez

Approved By: Chuck Steele

Date:

Signature:

Signature:

Payment Due: 3/16/2018

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

APPROVED

03/22/18 College of DuPage
SUSAN JERAK
STUDENT CLUB

PIZZA WAIVER REQUEST FORM

Name of Student Club: Engineering & Technology Today's Date: 1/22/18
Date of Event: 2-21-18 Time of Event: 6 pm Est. Attendance: 20
Name & Description of Event: Monthly Industry Speaker

Name of Pizza Restaurant: Domino's
Address: 619 W. Roosevelt Rd City, State, Zip Wheaton IL 60187

Scope of Waiver

Send this completed form by campus mail to Dining Services Catering office located in the SRC Building or fax to (630) 942-3642 at least five (5) business days prior to the event for approval. Distribution of food products acquired under this waiver shall be limited to club members or official guests only and shall not be utilized to serve the general public or sold in any manner.

Delivery of Pizza

All Student Club Pizza Waivers must include delivery to the event by the restaurant. Under no circumstances will pick up of the pizza from the restaurant be allowed. Any restaurant used must be a licensed retail business located in DuPage County.

Safe Handling of Delivered Pizza

Foodborne illness is a major concern when serving any perishable food items including pizza. Perishable foods can cause illness when mishandled. Proper handling of the food at your event is essential to ensure the food is safe to eat. The risk of bacteria growth increases with time and loss of temperature. Pizza should be kept in closed containers until it is served.

2-Hour Rule

Pizza and any other perishable foods should not sit at room temperature for more than two hours. Keep track of how long the pizza has been sitting and discard prior to 2 hours from delivery time, or 1 hour if in temperatures above 90 °F. Exceptions to this rule are non-perishable foods such as cookies, crackers, bread, and whole fruits. The Club Advisor shall monitor proper food handling in accordance with these procedures. **WHEN IN DOUBT, THROW IT OUT!**

Payment

A copy of the approved waiver form must be submitted with the requisition for payment. Events exceeding \$250 shall require use of the standard food waiver form. All beverages served, sold, distributed, supplied or donated in connection with any event at College of DuPage shall be exclusively brands distributed by Pepsi-Cola unless specifically authorized in writing by the Director of Business Affairs.

***** (For Dining Services Use Only) *****

☒ Approved

☐ Denied

[Signature]
Signature of Dining Services Manager

1/26/18
Date

[Signature]
Signature of Student Activities Club Liaison

1/29/18
Date

APPROVED
03/22/18 - SUSAN JERAK

RE - PRINT

Delivery
PAID
Domino's Pizza
2808
(630) 871-3030

Rewards Code: 6LD467KJ
2/21/2018 5:45 PM
Server 3844
Order 294364

TIMED * TIMED

Domino's Pizza #2808

425 FAWELL BLVD
BERT INSTRUCTIONAL CENTER

Order

4 14" HandToss Pizza	\$39.98
4 14" HandToss Pizza	\$43.48
Pepperoni	
4 14" HandToss Pizza	\$43.48
Sausage	
3 14" HandToss Pizza	\$35.48
Green Pepper	
School Large Pizza QTY	\$42.57-
(_SCHL799)	
1 Delivery Charge	\$3.49
Sub Total	\$123.34
Tax 1	\$0.00
Total	\$123.34

Payments

Amount Tendered \$123.34
Balance Due \$0.00

Join our Piece of the Pie
Rewards Program at dominos.com

\$20 tip

THIS ORDER CAN STILL EARN
POINTS TOWARD FREE PIZZA!
VISIT DOMINOS.COM/CLAIMREWARDS
WITHIN 30 DAYS TO CLAIM
YOUR POINTS.

Please call again

RE - PRINT