

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1483696

Vendor Name: Feryaal Tahir

Invoice Number: 032318

Invoice Date: 03/23/18

PO Number:

Check Number: 0235019

Check Amount: \$ 150.00

Check Date: 04/11/2018

Department ID: 99541

Reviewer Name:

Voucher Number: V0508908

Redaction Type: FERPA

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

Document Below

AP VERIFIED

04/10/18 - 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: 3/23/2018
Vendor ID:

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		10	99	99541	2900099	Funds Held in Custody of Othr	\$ 150.00
Grand Total							\$ 150.00

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:

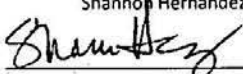
Other
Instructions:


Payee Address:

Description on Check:

Reimbursement for halal catering for MSA event

Approvals:

Prepared By: Shannon Hernandez
Signature: 
Payment Due: 4/13/2018
Board Approved Date:

Approved By: Chuck Steele
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

College of DuPage
FOOD SERVICE WAIVER REQUEST FORM

Today's Date: 02-28-2018

Type of Group: Student/Community
(Faculty/Staff/Student/Community)

Date of Event: 03-15-2018

Time of Event: 6pm

Name of Group: Muslim Student Association

Name & Description of Event: Fast-a-Thon - raising money for
Rohingya People, fast all day, meal + speech @ night

Description of Food/Beverage Needs: HALAL beef or chicken
Wraps/sandwiches, dates, drinks,
dessert

What portion of the needs listed above can be provided by Dining Services?

NONE

Explain the reason why Dining Services cannot meet all of your needs:

- Muslims eat halal meal and COD doesn't provide that
- the meal is needed for people to break fast
- this event is open to all, but the Muslims will require halal food

All outside caterers to be utilized must submit one month prior to the event, a copy of the following articles;

- 1) county health department foodservice establishment permit, 2) state or federal sanitation certification, permit or license, 3) certificate of insurance maintained by the caterer, 4) business license for the caterer, and 5) menu, portion, and pricing quotation for the event. Events exceeding \$2,000 shall require a minimum of three (3) quotations.

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. A copy of the approved waiver form must be submitted with all payment requests. Expenses for non-perishable food (not requiring heating or chilling for health reasons) that do not exceed \$100 per event are exempt from food waivers.

Approved: ☒

(For Dining Services Use Only)

Denied: ☐

Comments:

[Signature]

Signature of Catering Manager

[Signature]

Signature of Director Business Affairs

8/03

Name

3/16/2018



Pitaville Mediterranean Grill

New Invoice

\$150.00 due on March 15, 2018

Pay Invoice

*Paid
3/15/18*

College of DuPage (MSA)

Invoice #000035

March 7, 2018

Customer



We appreciate your business.

Chicken Shawarma x 50(\$3.00 ea.)	\$150.00
Subtotal	\$150.00
Total Due	\$150.00

Pitaville Mediterranean Grill
1552 North Aurora Road Unit
106, Naperville, IL 60563 United States
info@pitaville.com
630-717-5200

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Pitaville Mediterranean Grill

1552 N AURORA RD, Unit: 106

NAPERVILLE, IL 60563

6307175200

<http://www.pitaville.com>

ORDER: 45

Pick Up

Cashier: Mando

15-Mar-2018 5:36:12P

*PAID
3/15*

1 Custom Item

\$150.00

Total

\$150.00

Order BRHC00GP3KKMR

Online: <https://clover.com/r/BRHC00GP3KKMR>