

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1547529

Vendor Name: Sara L. Main

Invoice Number: 041618

Invoice Date: 04/16/18

PO Number:

Check Number: 0235161

Check Amount: \$ 150.00

Check Date: 04/17/2018

Department ID: 00485

Reviewer Name:

Voucher Number: V0509535

Redaction Type: None

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

Document Below

College of DuPage - Accounts Payable
Check Request Form
revised 12/18/17

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: 4/16/18
Vendor ID: 1547529

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
n/a	n/a	01	30	00485	5309002	Honorarium Services	\$ 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 being 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 being requested have not yet been provided. It is approved as indicated below will notify the Accounts Payable Office in writing when the goods/services have been received in satisfactory condition/manner.

Payee Name: Sara Lou Main

Other Instructions: _____

Payee Address: 19577 Thompson Lane
Three Rivers, MI 49093

Description on Check:

payment to speaker for Pathways related speaking engagement on campus in April 2018

Approvals:

Prepared By: Nicole Matos
Signature: Nicole Matos
Payment Due: _____
Board Approved Date: _____

Approved By: Jane Smith Date: 4/16/18
Signature: Jane Smith
Approved By: _____ Date: _____
Signature: Earl Dowling
Approved By Division VP: Earl Dowling Date: _____
Signature: _____

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

Virgilio, David

From: Refakes, Eugene
Sent: Tuesday, April 3, 2018 2:18 PM
To: Polites, Andrea
Cc: Virgilio, David
Subject: RE: Honorarium payment
Attachments: Individual Vendor Form.pdf; fw9.pdf

Categories: Refakes

Andrea,

With regard to your request for information on getting an honorarium paid. I must apologize, I thought I had sent this to you last week.

Prepare the following:

- Check request form (see attached) with approvals. Attach to the form a letter of justification explaining the dates and purpose of the activity for which the honorarium is being made. This should be forwarded to Accounts Payable.
- Individual Vendor Intake form (see attached). This is necessary to set the recipient up as a vendor for accounts payable processing. This should be forwarded to Purchasing. (Note that the recipient must complete a W-9 form.)
- Make sure you use the correct object, 5309002, for tji I Honorarium Services when completing the expense portion of the Check Request. You may have to contact the Budget Office if there is not currently budget funds in this account for your department.

Also, keep in mind that to be a honorarium, the activity **must** pass the following determination.

Determination of Honorarium Payment:

- Is the individual a business, corporation or partnership?
- 2. Was the payment amount negotiated between the University and the Individual?
- 3. Is there a contractual agreement?
- 4. Are the individual's services provided more than one time?
- 5. Is the individual an employee or student employee?
- 6. Did the individual set the price?
- If you have answered "yes" to any of the above questions the payment **does not qualify** as an honorarium.

Thanks,

Eugene Refakes

Manager, Financial Operations and Systems

Administrative Affairs

College of DuPage

Phone | (630)942-3263 | E-Mail | refakese@cod.edu

From: Polites, Andrea
Sent: Thursday, March 29, 2018 11:16 AM
To: Refakes, Eugene <refakese@cod.edu>
Cc: Virgilio, David <virgiliod@cod.edu>
Subject: Honorarium payment

Good Morning Eugene.

The Pathways Steering Committee has organized two panel discussions - one on Monday, April 2nd and another on Tuesday, April 3rd.

There will be five guest faculty panelists who are to be paid \$150 each.

What needs to be done to issue these payments?

Kind regards,

andrea

Andrea Polites LCSW ICDVP CADC
Human Services Coordinator
College of DuPage | 425 Fawell Blvd. | Glen Ellyn, IL 60137

Phone: 630-942-2103 | BIC 2536a | politesa@cod.edu

Virgilio, David

From: Caputo, Brian
Sent: Tuesday, April 17, 2018 11:58 AM
To: Virgilio, David
Cc: Humphrey, Vera
Subject: Re: Signed Check Requests

OK.

Sent from my iPhone

On Apr 17, 2018, at 10:24 AM, Virgilio, David <virgiliod@cod.edu> wrote:

Hi Brian -- this one is quick -- I have been helping Nicole Matos with these three check requests, they are \$150 each and are for individuals who she had on campus for some speaking engagements earlier this month which we are paying as honorariums. We'd like to cut the checks and mail them this week, since the next check run is not until May 11. Could you reply with your OK to cut the checks and mail them this week?

Please let me know when you get a chance, thanks!

David P. Virgilio, CPA
Assistant Financial Controller | Financial Affairs
College of DuPage
425 Fawell Blvd. | SRC 2130M | Glen Ellyn, IL 60137-6599 | USA
phone 630.942.3028 | fax 630.942.2297 | virgiliod@cod.edu

Want to learn more about our Chart of Accounts? [Click Here](#)

From: Buhmann, Beth On Behalf Of Smith, Jane
Sent: Tuesday, April 17, 2018 8:52 AM
To: Virgilio, David <virgiliod@cod.edu>
Subject: Signed Check Requests

Good Morning,
Please find the signed check request forms attached.
Thank you,

Beth Buhmann
Administrative Assistant
Enrollment Services, Registrar
College of DuPage | 425 Fawell Blvd | Glen Ellyn, IL 60137
630-942-2487 | buhmannb@cod.edu

<Signed Check Request - S.L. Main 4-17-18.pdf>
<Signed Check Request - J. Wilkie 4-17-18.pdf>
<Signed Check Request - A. Gulyas 4-17-18.pdf>

1547529

04/17/2018

0235161

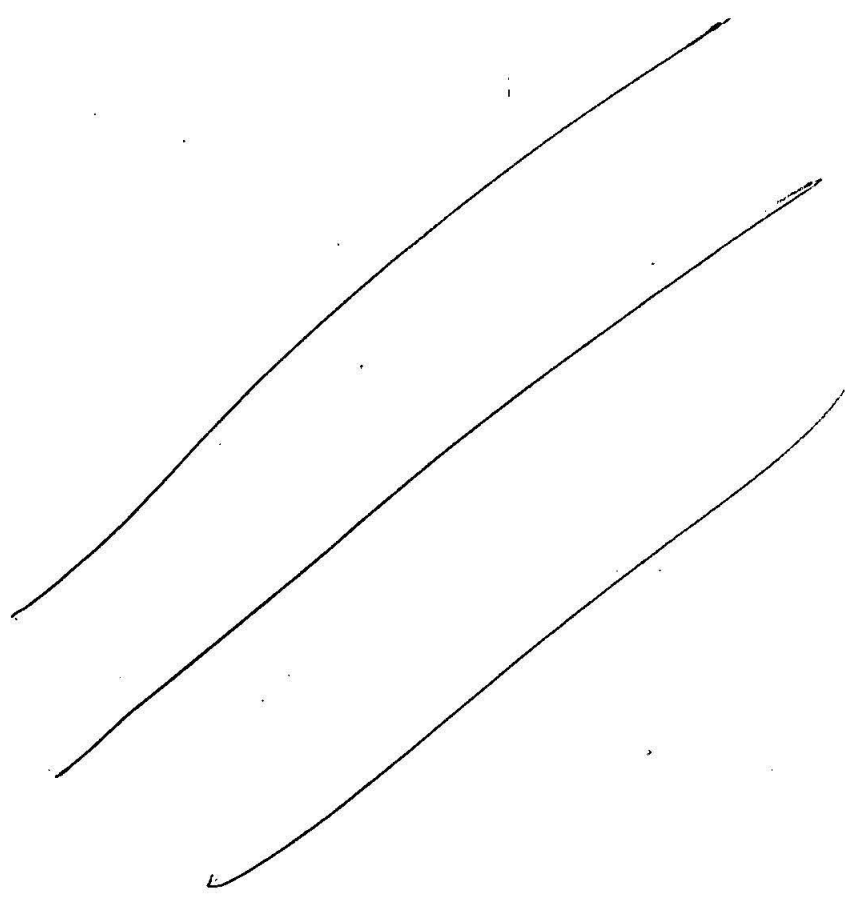
041618

V0509535

Payt. for speaker for

0130004855309002

150.00



150.00

0235161

PAY ONLY ONE HUNDRED FIFTY AND 00/100 DOLLARS

04/17/2018

\$*****150.00

Sara L. Main
19577 Thompson Ln
Three Rivers MI 49093