

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1379388

Vendor Name: The Pulsera Project

Invoice Number: 040218

Invoice Date: 04/02/18

PO Number:

Check Number: E0066462

Check Amount: \$ 540.00

Check Date: 04/11/2018

Department ID: 12901

Reviewer Name:

Voucher Number: V0508065

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: 4/2/2018
Vendor ID: 1379388

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		10	99	12901	2900099	Funds Held in Custody of Othr	\$ 540.00

AP VERIFIED

Grand Total

\$ 540.00

04/06/18 - BETHANY CRUSE

Check the appropriate box below and sign

- ☒ Yes, 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.

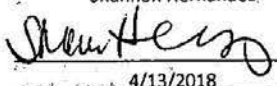
Payee Name: The Pulsera Project
Payee Address: 131 N. Wawaset Road; Westchester,
PA 19382

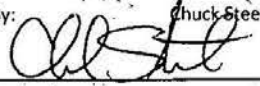
Other
Instructions:

Description on Check:

Payment for the sale of Pulsera Project bracelets that were sold by Student Leadership Council on consignment.

Approvals:

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

Approved By: Chuck Steele
Signature: 
Date: 4/5/18
Approved By: _____
Signature: _____
Date: _____
Approved By Division VP: _____
Signature: _____
Date: _____

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

Hernandez, Shannon

To: SLC Service Officer
Subject: RE: Pulsera Check

From: SLC Service Officer
Sent: Monday, April 2, 2018 1:35 PM
To: Hernandez, Shannon <hernan@cod.edu>
Cc: Quirk, Stephanie <quirks@cod.edu>
Subject: Pulsera Check

Hello. This is the service officer for the Student Leadership Council, and attached here are the final proceeds for the Pulsera Project. Please process a check for \$540 for the proceeds from the Pulsera Project in the next check run. If there's anything else you'll be needing from us, please let me know. Thank you.

Thania Hernandez
Service Officer
Student Leadership Council
College of DuPage
630-942-2727
Intellection. Input. Learner. Context. Strategic
Message history

Total Pulsera Sales	\$ 540.00
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Pulsera Project (Front Desk Sales/Deposits)				
Date	# transactions	Cash	Check	Credit
2/13/2018	5	\$ 5.00		\$ 20.00
2/14/2018	4	\$ 15.00		\$ 5.00
2/21/2018	1			\$ 5.00
2/22/2018	1			\$ 5.00
2/23/2018	2	\$ 10.00		
2/26/2018	2			\$ 10.00
2/27/2018	4	\$ 5.00		\$ 15.00
		\$ 35.00	\$ -	\$ 60.00
TOTAL FRONT DESK SALES			\$	95.00

Pulsera Project (Cash Deposit from SLC)				
Date		Total		
2/13/2018		\$ 35.00		
2/14/2018		\$ 25.00		
2/15/2018		\$ 15.00		
2/19/2018		\$ 15.00		
2/21/2018		\$ 35.00		
2/22/2018		\$ 15.00		
2/26/2018		\$ 20.00		
2/27/2018		\$ 155.00		
2/28/2018		\$ 120.00		
3/8/2018		\$ 10.00		
Cash Total		\$ 445.00		

Total Pulsera Sales			
Front Desk Deposits	\$	95.00	
SLC Cash Deposits	\$	445.00	
Total Pulsera Sales	\$	540.00	

131 N. Wawaset Rd
Westchester, PA 19382

1379388